

PHILIPPINE CIVIL SERVICE BOARD

MANUAL OF INFORMATION

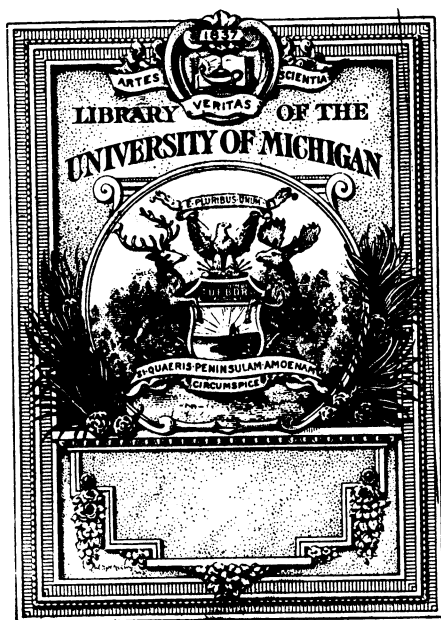
RELATIVE TO THE

PHILIPPINE CIVIL SERVICE

SHOWING THE POSITIONS, CLASSIFIED AND UNCLASSIFIED, THE METHODS  
GOVERNING EXAMINATIONS AND CERTIFICATIONS FOR APPOINTMENT,  
THE REGULATIONS FOR RATING EXAMINATION PAPERS,  
SPECIMEN EXAMINATION QUESTIONS, AND CONDI-  
TIONS OF APPOINTMENT AND SERVICE.

THE REPORTS OF THE BOARD, SHOWING THE RESULTS OF ITS WORK AND CONTAINING THE CIVIL  
SERVICE ACT, RULES, AND REGULATIONS, MAY BE OBTAINED UPON REQUEST THEREFOR,  
OR CAN BE CONSULTED AT THE OFFICE OF THE BOARD IN MANILA AND AT  
THE OFFICES OF THE PROVINCIAL BOARDS; ALSO AT THE LIBRA-  
RIES OF THE PRINCIPAL PUBLIC INSTITUTIONS IN THE  
UNITED STATES.

MANILA:  
BUREAU OF PUBLIC PRINTING.  
1903.



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## SCHEDULE OF EXAMINATIONS FOR 1903.

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Examinations in Manila are held according to the following schedule, provided that examinations named under paragraphs 1 and 4, except first grade, may be given on any Monday.

1. On the third Monday of every month, in either English or Spanish, as competitors may desire: First grade, bookkeeper, stenographer, typewriter, translator, interpreter, and clerk of court.

2. On the fourth Monday of January, March, May, July, September, and November: Second grade, in English only.

3. On the fourth Monday of February, April, June, August, October, and December: Second grade, in Spanish only.

4. On the fourth Monday of every month: All examinations of which the second grade forms a part, including ranger, junior typewriter, letter carrier, junior translator, and junior interpreter.

5. Examinations for professional, technical, and scientific positions, and for positions indicated in section 30 of the Manual, will be held whenever the needs of the service require. Applicants who file applications for these positions will be notified when they may be examined. An examination for assistant will be held on April 15 and 16, and for teacher on May 20 and 21.

6. On the second Monday of every month: Examinations for first and third class patrolmen for the Police Department, prison guards for Bilibid Prison, drivers and firemen under the Fire Department, and for trades positions in the Bureau of Public Printing.

7. Examinations of the third grade will be held quarterly, in Spanish only, on the first Monday of January, April, July, and October.





# MANUAL OF INFORMATION.

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SECTION 1. This Manual contains information relative to the conditions under which appointments are made to the Philippine civil service. The scope and character of the principal examinations for entrance to the service are outlined and information is given upon other matters which are usually the subject of correspondence. Persons seeking information in regard to the service should therefore carefully read this Manual before making inquiries of the Board in regard to questions which may be fully answered herein. If information is desired which is not given in the Manual, letters of inquiry may be addressed to the Philippine Civil Service Board, Manila. In this connection, however, attention is called to the fact that the Philippine Civil Service Act provides for the holding of examinations for this service in the United States under the auspices of the United States Civil Service Commission, Washington, D. C., to which Commission all correspondence from applicants resident in the United States should be addressed.

Civil positions in the Military Division of the Philippines are not in the Philippine civil service, but are in the civil service of the United States, and vacancies therein are, therefore, not subject to be filled by examination or certification by this Board. The positions referred to include those under the Adjutant-General, Inspector-General, Chief Quartermaster, Chief Commissary, Chief Surgeon, Chief Paymaster, Chief Engineer Officer, Chief Ordnance Officer and Chief Signal Officer. The Board does not receive applications for admission to the civil service of the United States. All such applications should be addressed to the United States Civil Service Commission, Washington, D. C.

On September 19, 1900, the United States Philippine Commission enacted a law known as the "Civil Service Act," providing for the organization of the Philippine Civil Service Board, which is authorized by the Act to prepare rules and to formulate examinations for entrance to and promotion in the service covered by the Act, the purpose of which is declared to be "the establishment and maintenance of an efficient and honest civil service in the Philippine Islands."

The term "Unclassified Service" indicates that portion of the Philippine civil service, positions in which may be filled without reference to the provisions of the Civil Service Act and rules.

The term "Classified Service" indicates that portion of the service which is subject to the provisions of the Act and the Rules, and in which vacancies must be filled according to the methods therein prescribed. A vacancy in a position in the classified service may be filled: First, by original appointment through examination and certification by the Board; second, by promotion of a person in the classified service to the vacant position; third, by the reinstatement of a person formerly in the service; fourth, by the transfer of a person from a position in the classified service of the Philippine Islands or from the Federal classified civil service of the United States to the vacant position. These various methods of filling vacancies are explained in this Manual.

Certain positions, as shown in the schedules below, when not filled by promo-

tion, transfer, or reinstatement, must be filled by competitive examination while others may be filled by non-competitive examination if in the opinion of the Board a competitive examination is not practicable.

### Classified and unclassified positions.

SEC. 2. The following schedules show the methods of entrance to the various positions in the different branches of the service:

*Schedule A.*—All positions, principally clerical, not included in the following schedules, filled by employees of whatever designation, who are compensated by a fixed salary or otherwise, in all offices and departments of the central government of the Philippine Islands, in the provincial government service, and in the municipal service of Manila. The positions and employments included in this schedule are classified, and vacancies therein not filled by promotion, reduction, transfer, or reinstatement shall be filled by competitive examination.

*Schedule B.*—Professional, technical, and scientific positions, including all such employees of whatever designation, whether compensated by a fixed salary or otherwise. The offices and positions in this schedule are classified, and vacancies therein if not filled by promotion, reduction, transfer, or reinstatement shall be filled by selections from certifications of eligibles secured by competitive or non-competitive examination, as the Board may determine to meet the needs of the service. This schedule includes positions for which registers of eligibles are not ordinarily maintained and in which vacancies occur less frequently than in those of the preceding schedule. Examinations for these positions are held only when eligibles are needed. It is the practice of the Board to announce such examinations through the newspapers as items of news. No complete list of such positions can be furnished, as it is impossible to predict in what positions vacancies may occur. Below there follows a partial list:

Chemist; assistant chemist; chemist and food analyst; chemist and investigator; agricultural chemist; physical chemist; analytical chemist; physiological chemist; pharmacologist; laboratory assistant; pharmacist; assistant bacteriologist; pathologist; assistant pathologist; assistant biologist; geologist; mineralogist; entomologist; municipal physician; house physician; anatomical artist; director of serum institute; director of vaccine institute; medical inspector; director of experiment station, Bureau of Public Health; forestry inspector; assistant forestry inspector; forester; assistant forester; manager timber-testing laboratory; instrument maker; superintendent of experiment station, Bureau of Agriculture; agricultural explorer; fiber expert; horticulturist; botanist; sugar culturist; manager of stock farm; expert in animal husbandry; veterinary inspector; veterinary surgeon; additional deputy customs collector; customs appraiser; deputy customs surveyor; appraiser of textiles; admeasurer; special agent; cashier; civil engineer; mechanical engineer; architectural draftsman; mechanical draftsman; topographical draftsman; junior draftsman; sanitary engineer; provincial supervisor; copyist or tracer of drawings; electrician; observer, Coast and Geodetic Survey; computer; photographer; law clerk; editorial clerk; librarian; engraver; boiler inspector; harbor master; provincial treasurer; superintendents; inspectors.

*Schedule C.*—Positions of skilled workmen, mechanics or artisans. These positions are classified under Clause (b), Section 6 of the Civil Service Act. Examinations given for these positions are generally non-educational and non-competitive in character. Each applicant is required to complete and submit on Form No. 35 evidence of his age, character as workman, experience, and physical condition, these elements composing the examination. No educational test or practical questions are given except for certain trades and technical or skilled occupations,

such as printer, mechanical engineer, electrician, etc., the examinations for which are generally competitive. Watchmen in Class C, or below, and teamsters in Class B, or below, are treated as skilled workmen, in that the examination for these positions is non-educational and non-competitive. Following is a partial list of positions, vacancies in which are filled by non-educational examination, as provided in Form No. 35:

Baker; blacksmith; blacksmith-helper; cabinet maker; canvas worker; carpenter; cranesman; assistant cranesman; dredge engineer; dredge inspector; dynamo tender; engineer helper; engineman; fireman; foreman and assistant foreman, except in the Bureau of Public Printing; gardener; gas fitter; hardwood finisher; harness maker; horseshoer; assistant inspector; light-house keeper; lineman; lock expert; machinist; assistant machinist; market collector; mason; master and pilot; master of launch; master of lorchas; master mechanic; master workman; mate of launch; matron; mechanic; money counter; moulder; oiler; overseer; assistant overseer; packer; painter; pilot; pipe fitter; plumber; prison keeper; rodman; sailmaker; sheet iron worker; steam engineer; assistant steam engineer; steam engineer and machinist; steam fitter; assistant storekeeper; superintendent of corral; teamster; tinsmith; watchman; wireman; wood worker; wheelwright.

*Schedule D.*—The Executive Secretary; the members of the Civil Service Board; the Insular Purchasing Agent; the Chief of the Forestry Bureau; the Chief of the Mining Bureau; the Chief of the Bureau of Agriculture; the Chief of the Bureau of Public Lands; the Chief of Coast Guard and Transportation; the Director of Posts; the Assistant Director of Posts; the Postmaster at Manila; the Chief of Philippines Constabulary; the Collector of Customs for the Philippine Archipelago; the Deputy Collector of Customs for the Philippine Archipelago; the Surveyor of Customs for the Philippine Archipelago; the Cashier of the Collector of Customs for the Philippine Archipelago; the Collector of Customs at Iloilo; the Collector of Customs at Cebu; the Collector of Internal Revenue for the Islands; the General Superintendent of Education; the Chief of the Bureau of Public Printing; the Chief Statistician; the Chief of the Bureau of Archives; the Chief of the Bureau of Architecture; the Chief of the Fire Department of Manila; the City Assessor and Collector of Manila; the Chief of Police of Manila; the chief or head of any bureau hereafter organized, unless otherwise expressly provided by law. Vacancies occurring in said offices shall be filled without examination, as provided in the Civil Service Act, from a class to be composed of all the first, second, and third assistants in such offices, the intention of this provision being that the appointing power may, by virtue hereof, transfer from one office to another a person deemed competent to fill a vacancy.

*Schedule E.*—One private secretary to the Civil Governor and to each member of the Philippine Commission, except the President; persons appointed by the Civil Governor, by and with the advice and consent of the Philippine Commission, unless otherwise specifically provided by law; any person in the military or naval service of the United States who may be detailed for the performance of civil duties; all persons employed merely as laborers and all employees whose rate of compensation is \$120 or less per annum; the members of the Board of Health for the Philippine Islands; the presidents of provincial boards of health; the Director of the Agricultural College and Experiment Station; the Director, the three Assistants, and the Secretary of the Weather Bureau; the Chief of the Bureau of Non-Christian Tribes; the Superintendent and Directors of Government Laboratories; the Attending Physician and Surgeon of the Philippine Civil Hospital; postmasters compensated on a percentage basis as provided by law; postmasters and customs inspectors in the provinces whose rates of compensation do not exceed \$300 and \$180 per annum, respec-

tively, who may lawfully perform the duties of postmaster and customs inspector in connection with the official duties with which they are charged, if they be government employees, or if not government employees, in connection with their private business, such duties requiring only a portion of their time; the Consulting Engineer to the Commission; the Officer in Charge of the Improvement of the Port of Manila; detectives; any position in the Department of Commerce and Police the duties of which are of a quasi-military or quasi-naval character, and for the performance of which duties a person is commissioned or enlisted for a term of years; Judges and Justices of the Peace; the Attorney-General and his assistant lawyers; the Solicitor-General; the Assistant Attorney-General; the Supervisor and Deputy Supervisor of Provincial Fiscals; Provincial Fiscals; the Auditor of the Philippine Archipelago; the Deputy Auditor of the Philippine Archipelago; the Treasurer of the Philippine Archipelago; the Cashier of the Treasurer of the Philippine Archipelago; the Superintendent of the Insular Cold Storage and Ice Plant; secret agents. Of the city of Manila: The members of the Municipal Board; the City Engineer; the City Attorney and his assistant attorney; the Prosecuting Attorney and his assistant attorneys; the Sheriff and his deputies. These positions and employments are not at this time classified, but it is expected that during the year many of them will be placed in the classified service. "It is the purpose of the appointing power to observe the principle of promotion in filling vacancies in the unclassified service, provided that competent persons may be found in the service who are available and possess the qualifications required." (Rule II, paragraph 2.)

#### How to proceed to secure an examination.

SEC. 3. Applicants residing in the Philippine Islands who desire to be examined for this service may apply by letter or in person to the Philippine Civil Service Board, Intendencia Building, Manila, or to the examining committees at provincial capitals for a blank form of application for examination and for the Manual of Information. Each applicant must apply for his own application blank and Manual, as it is contrary to the practice of the Board to furnish them to one person for the use of another.

Applicants residing in the United States who desire to be examined for this service, should apply to the United States Civil Service Commission, Washington, D. C., which Commission will furnish all necessary information and hold the examinations for this Board in the United States. Such applicants should forward their applications when completed to the United States Civil Service Commission.

An applicant upon receiving a blank form of application and a Manual will decide what examination he desires to take. A description of the principal examinations held by this Board will be found in the Manual. Applicants residing in the Philippine Islands may be examined at Manila, or, as the exigencies of the service require, at provincial capitals.

The form of application furnished by the Board should first be closely read by the applicant and then filled with great care, every question being answered. Full instructions for the filling in and completion of the application will be found on the blank itself, and applicants are cautioned to answer all questions and conform in all respects to the printed instructions. Failure to do this will cause unnecessary delay and annoyance to the applicant as well as to the Board. The application, as well as the oath of loyalty, must be subscribed and sworn to before an officer duly authorized to administer oaths or before a member of the Civil Service Board, or one of its duly authorized examiners. The oath of loyalty must be executed by all applicants for examination in the Philippine Islands. The vouchers must be filled by reputable persons who are personally acquainted with the applicant. After the application has been properly completed and executed, it should be brought or

forwarded to the Board. If the application is found correct in form, the applicant will be sent a notice of the fact by the Board and informed when and where he may be examined. Applicants for examinations in the provinces should file their applications with the examining committees at provincial capitals.

Applications for examinations may be obtained and filed at any time, but unless received at least three days prior to the date fixed for an examination in Manila, or in sufficient time prior to the holding of an examination in provincial capitals to permit of the shipment of papers to those points, they may not be accepted for that examination; but, if properly executed, will be approved, and a notice sent to the applicant for the next examination of the kind to be held at the place selected.

An applicant who claims citizenship in the United States must make oath in his application to his citizenship. In the case of foreign born persons claiming citizenship, proof of such must be furnished. If naturalized, the certificate of naturalization should accompany the application. A foreign born person who claims that his parents were citizens of the United States at the time of his birth must furnish the sworn statements of at least two disinterested persons having personal knowledge of the facts to prove that his parents were United States citizens at the time of his birth, and that they did not previously, then, or at any subsequent time renounce, or legally declare their intention of renouncing, their United States citizenship, and also that the applicant is the reputed child of the person through whom he claims citizenship. A foreign born citizen who was naturalized by the naturalization of his father or of his mother while he was a minor should furnish the parent's certificate of naturalization and the sworn statements of two disinterested persons to prove his identity as the child of the one whose certificate is furnished. A woman who claims naturalization through marriage to a citizen of the United States should furnish evidence of the husband's citizenship (his certificate being required if he is a naturalized citizen), and evidence of her marriage to him.

An application from a foreign born person claiming citizenship, but failing to furnish the required proof, will be cancelled. A declaration of intention to become a citizen will not be accepted in lieu of a certificate of naturalization. When naturalization papers are lost, certificate must be procured from the court that issued the naturalization papers, showing the facts in the case.

A foreign born person who has been honorably discharged from the army or navy of the United States will be examined if his discharge accompany his application.

No person will be admitted to examination unless he has filed an application blank with the Board as required.

An applicant who has applied for examination and desires to change the place of his examination from one city to another, may be examined at the place requested by him, if he returns his authority for examination within sufficient time prior to the date of examination to permit of the shipment of the necessary papers.

An application is good for only one kind of examination, and if an applicant desires to take two or more different kinds he must file an application for each examination.

#### **Information for enlisted men of the United States Army serving in the Philippines.**

SEC. 4. Enlisted men of the United States army will be required to file with their applications the consent of the proper military officials to appear for examination, and the applications of such enlisted men should therefore be forwarded to the Adjutant-General, Division of the Philippines, accompanied by a request for authority to be examined. In this connection attention is called to the fact that the military authorities will not grant such permission to be examined to enlisted men who have more than three months to serve.

### Persons who are debarred from examinations.

SEC. 5. No person will be admitted to an examination:

(a) Who is under eighteen or over forty years of age, unless, in the discretion of the Board, the needs of the service require it.

(b) Who is not a citizen of the United States unless he has been honorably discharged from the military or naval service of the United States; or who is not a native of the Philippine Islands, or a person who has, under and by virtue of the Treaty of Paris, acquired the political rights of natives of the Islands.

(c) Who fails to take the oath of loyalty required of all applicants for examination in the Philippine Islands and to furnish evidence satisfactory to the Board that he is loyal to the United States of America as the supreme authority in the Islands, or who has taken the oath of allegiance to the United States and violated the same.

(d) Who, upon the physical examination required to be given, is found to be disqualified for efficient service in these Islands.

(e) Who uses intoxicating liquors to excess.

(f) Who is an officer or an enlisted man in the army, the navy, or the marine corps of the United States, and has not obtained permission from the proper military or naval authority to enter an examination.

(g) Who has made a false statement in any material fact in his application or who has been guilty of deceit or fraud in any manner in connection with an application or examination, or who has been guilty of crime or of infamous or notoriously disgraceful or immoral conduct, including drunkenness and dishonesty, which in the opinion of the Board should disqualify him for the service.

(h) Who has been dismissed from the service for delinquency or misconduct within one year preceding the date of his application.

(i) Who has failed to receive absolute appointment at the end of his probationary service to the position for which he again applies within one year from the expiration of the period of his probationary service.

(j) Who within six months has taken the same kind of examination for which he again applies and is eligible as a result of that examination.

### What applicants should bring to the examination room.

SEC. 6. All applicants in examinations where writing is required, must provide themselves with pens, penholders, erasers, ink, and blotters. Applicants should not bring paper for use in the examination room, as such blank paper as may be needed in connection with the examination sheets will be furnished by the Board.

Applicants for the stenography and typewriting examination should provide themselves with typewriting machines and stands or tables.

Applications for the bookkeeper, draftsman, or other examinations requiring the use of instruments, must furnish the instruments required.

Each applicant must bring his authority for examination to the examination room and present it to the examiner in charge.

### Haste and carelessness in examinations.

SEC. 7. Many competitors fail to pass an examination or fail to obtain a satisfactory rating, not through a lack of knowledge, but principally owing to haste and carelessness in reading and interpreting questions and in writing the answers. With few exceptions, the time used by a competitor in completing a subject is not an element in determining the ratings. While a competitor must finish his examination within the time allowed, he should carefully, thoughtfully and completely answer each question.

The time allowed for each examination is considered sufficient for competitors to complete it by using a reasonable degree of intelligent application in their work,

and it can not be extended in individual cases, as, for instance, where a competitor devotes so much time to the work of one subject that he cannot complete the remaining subjects within the prescribed time.

### Regulations governing competitors in examinations.

SEC. 8. The following is a copy of the regulations furnished to each competitor at the beginning of an examination:

1. In order that the identity of competitors may not be disclosed until after the examination papers are rated you will be given an examination number which you will write, instead of your name, on each sheet of the examination. Do not sign your name to any sheet in the examination.

2. Unless otherwise stated, you are not limited in time on any sheet, but should gauge your work on each sheet so as to complete the examination within the limit of time prescribed for the entire examination. Time is reckoned from the moment of receiving the first examination sheet. No allowance will be made for time lost in or out of the examination room.

3. Do not leave the room, if possible to avoid it, with a sheet before you unfinished, for if you do the sheet will be taken up and will not be returned to you. A competitor in an examination of five hours or less is not allowed to leave the room until he has finished his examination, except in case of extreme necessity. No competitor shall leave the room at any time without permission of the examiner.

4. Read carefully the printed instructions on each sheet before commencing work thereon.

5. If necessary, the back of a sheet may be used to complete your work, unless directions to the contrary are printed on the sheet.

6. An examination sheet spoiled by you can not be exchanged for another of the same kind.

7. Perform all work on each examination sheet with ink.

8. Pencil and scratch paper may be used in preliminary work, except in the spelling exercise, which must be written with ink directly on the examination sheet from the dictation of the examiner.

9. Use no blank paper except that furnished by the examiner in charge, and on completing an examination sheet hand in the blank paper pertaining to that sheet. Have all your work complete on the examination sheet, however, as the blank paper is collected, not for consideration in the marking, but for destruction.

10. No helps of any kind are allowed. Before the examination is commenced, hand to the examiner any written or printed matter that you may have which might, if used, aid you in your work. Do not make a copy of any of the questions for the purpose of taking them from the examination room.

11. All conversation or communication between competitors during the examination is strictly prohibited.

12. Do not copy or attempt to copy from the work of any competitor, or permit any competitor to copy from your work or to read the examination sheets in your possession.

13. All necessary explanations will be made to the whole class. Examiners are forbidden to explain the meaning of any question or to make any remarks or suggestions that may assist in its solution.

14. Copies of examination papers or examination questions must be handed in with the answers and must not be taken from the room.

N. B.—A violation by you of the instructions contained in paragraphs 10, 11, and 12, will be deemed sufficient cause for cancelling your papers and for refusal to admit you to any other examination held by the Board. You are requested to report to the examiner any irregularity that may come under your notice during the examination.

### Descriptions of examinations.

SEC. 9. Below will be found a description of some of the examinations which are held by the Board. As an aid to applicants in arriving at a proper understanding of the scope of the different examinations, specimen questions and exercises are given in the following pages. These particular questions and exercises will not, of course, be used in the examination of applicants, but are intended simply to show the degree of difficulty of the subjects in the different examinations. Each examination comprises tests on several subjects, which are given relative weights according to their importance. The weight of a subject therefore represents its value in the whole examination. The method of obtaining the rating of a competitor in an examination is as follows: Multiply the per cent obtained in the subject (on the basis of 100 per cent), by the relative weight of that subject, add the products, and divide the sum of the products by the sum of the relative weights. The quotient thus obtained will be the rating in the examination. A different method, however, is followed in connection with the assistant and teacher examinations, which is explained in sections 14 and 15.

NOTE.—A competitor in any examination in which tests in translating are not included may, at his option, be examined also in translating from English into Spanish or from Spanish into English. The tests in translation will be similar to those in the translator or the junior translator examination, as the competitor may elect. In such case, where the tests in translation are also taken by the competitor, the subjects of his regular examination will be given a weight of 70 per cent and the tests in translating a weight of 30 per cent in determining his rating. The names of those competitors who take, in addition to their regular examinations, the tests in translating will, if they make a rating of 70 per cent or more in the combined examinations, be placed upon separate registers of eligibles of clerks, bookkeepers, stenographers and typewriters, etc., as the case may be, with translator or junior translator qualifications. From those registers certifications will be made whenever requisitions for eligibles with such qualifications are made upon the Board by the heads of departments or offices. Failure to obtain a rating of 70 per cent or more in translating tests will not affect the standing of a competitor in his regular examination.

### General examinations.

SEC. 10. There are three grades of general examinations the subjects of which are used as general tests in many examinations: (1) the first grade; (2) the second grade; and (3) the third grade. The first grade is the most difficult and the third grade the least difficult of the three.

#### First grade examination.

SEC. 11. Time allowed, six hours. Appointments from this register are not commonly made at more than \$1,200, generally less. This examination will comprise the following subjects and weights:

SUBJECTS.	Weights.
1. Spelling .....	10
2. Arithmetic .....	25
3. Letter writing .....	20
4. Penmanship .....	15
5. Copying from plain copy.....	10
6. Copying from rough draft.....	10
7. History and government of the United States, and geography.....	10
Total .....	100



The following are specimen questions and tests in this examination:

**Spelling.**—The words in spelling are dictated by the examiner and are required to be written by the competitor in the blank spaces indicated on the first sheet of his examination. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition. The words should begin with capital letters.

1. Asylum: A charitable institution; as, an asylum for the deaf, dumb, etc.
2. Philippines: The name of a group of islands.
3. Qualify: To become fit; as, to qualify for office.
4. Competition: The act of competing; as, competition in an examination.
5. Changing: Causing a change; as, changing a schedule.
6. Physical: Relating to physics or nature; as, physical geography.
7. Concede: To give up or surrender; as, to concede a point.
8. Collectible: That which may be collected; as, a collectible bill.
9. Minimum: The least quantity.
10. Reference: The act of referring; as, in reference to your letter.
11. Comparative: Estimated by comparison; as, a comparative statement.
12. Aggregate: The sum total; as, the aggregate amount.
13. Forfeit: To surrender; to give up.
14. Circumference: The line that bounds a circle.
15. Judgment: The act or power of judging; as, their judgment was correct.
16. Tonnage: The weight of goods in a vessel.
17. Defendant: A defender; as, the defendant in an action.
18. Citation: The act of citing or quoting.
19. Principle: An element; constituent part; fundamental truth.
20. Civilization: The act of civilizing; the state of being civilized.

**Arithmetic.**—1. (This test is one in adding numbers crosswise and lengthwise.)

2. Divide 478.72 by  $25\frac{1}{2}$ , multiply the quotient by  $1,416\frac{1}{2}$ , and from the product subtract 1,789.305.

3. A man who inherited a fortune spent  $\frac{1}{4}$  in 3 months,  $\frac{3}{7}$  of the remainder in 10 months, when he had only \$7,572 left. How much did he inherit?

4. A farmer sent to his commission merchant 96 tons of hemp and instructed him to sell it and invest the proceeds in farm supplies, first deducting commission for selling and buying. He sold the hemp for \$77 a ton, and deducted 4 per cent as his commission for selling. He then bought farm supplies, first deducting 5 per cent of the cost of the supplies for his commission. What was the value of the supplies bought?

5. On April 7, a Manila merchant desires to obtain \$1,440. For how much must he give his note due September 14, without interest, to obtain the required sum when discounted at a bank at the rate of 9 per cent per annum?

**Letter writing.**—Two subjects for letter writing will be found at the head of the blank sheet upon which the letter is to be written and the competitor may select either of the two subjects upon which to write a letter of not less than 150 words. The exercise in letter writing is designed chiefly to test the competitor's skill in composition. In rating the letter its errors in form and address, spelling, capitalization, punctuation, syntax, style, and its adherence to the subject will be considered.

**Penmanship.**—The rating on penmanship will be determined by legibility, neatness, rapidity, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise in copying from plain copy. No particular style of penmanship is preferred.

**Copying from plain copy.**—N. B.—Paragraph, spell, capitalize, and punctuate as

in the copy. All mistakes and omissions will be considered in rating this subject.

Make an exact copy of the following:

When eligible registers were established as a result of examinations held in the United States it was expected that the heads of offices would select from these registers and that appointments would be made by cablegram of the selections made, but the Board soon became convinced that great embarrassment would result to the service if eligibles were not sent for until actually selected by bureau officers here. The Board, therefore, has requested the transmission of cablegrams from time to time, as the conditions and needs of the service warranted, selecting a number of eligibles at a time, so that nearly every transport has brought a few appointees, as they were needed, to fill positions for which not enough competent persons could be obtained here, such as accountants, translators, stenographers, civil and mechanical engineers, etc., nearly all at a uniform entrance salary of \$1,200 per annum. The Board is able to report that the needs of the service have been so carefully approximated that all appointees thus selected have been promptly absorbed into the service upon their arrival and that this method of procedure has saved the service from serious embarrassment.—(Second Report of the Philippine Civil Service Board, p. 2.)

*Copying from rough draft.*—For explanation and specimen of this exercise see opposite page. The copy of the rough draft is greatly reduced in size, and is, therefore, not so legible as the exercise furnished in the examination.

*History and government of the United States, and geography.*—1. Name five American statesmen who died prior to 1850. Name five historical events, each one of which is associated with the name of one of the above statesmen.

2. Explain the veto power of the President of the United States. How may it be defeated?

3. In what country is each of the following: Vera Cruz, Oporto, Madras, The Bosphorus, Lake Maracaybo?

4. Name: (a) the largest southern island of the Philippine group; (b) the island on which Iloilo is located; (c) a large lake in the island of Luzon; (d) two of the principal rivers in the Philippine Islands; (e) four of the principal products (cultivated) of the Philippine Islands.

5. Name five states of the United States bordering on the Great Lakes, and the largest city of each state named.

## SIXTH SUBJECT—COPYING FROM ROUGH DRAFT.

N. B.—Spelling, use of capitals, and all omissions and mistakes will be taken into consideration in marking this subject.

*Directions to the competitor.*—Write on the accompanying sheet a corrected copy of the rough draft manuscript on this sheet. Correct all errors in syntax, orthography, punctuation, and capitalization, write in full abbreviated words, and make all indicated insertions, transpositions, etc. Do not paraphrase the language of the copy, or insert, omit, or modify words, phrases, or punctuation marks, except as may be necessary to correct errors.

The multiplication of books and its distribution through all conditions of society is one of the very interesting features of our times, at a small expense

a man can now possess himself of the most precious treasures of Eng. Literature Books by their costliness once confined to a few is now accessible to ~~high~~ <sup>the multitude</sup> and in this way a change of habits are going on in society. For most all

of their knowledge and objects of thought instead of depending on casual remark and careless conversation instead of depending forming their judgments in crowds and receiving their chief excitement

men are now learning to reflect alone and to study to follow out subjects continuously to determine for himself what shall engage his mind and to call to his aid the knowledge original views and reasonings

of men of ~~every~~ <sup>all</sup> country and age. An independence of judgment and a thoroughness and extent of information unknown in former times (Must be the results)

highly favorable to the culture of the people

from the notice of neighbors

## Second grade examination.

SEC. 12. Time allowed, four and one-half hours. Appointments from this register range from \$300 to \$900. This examination will comprise the following subjects and weights:

SUBJECTS.	Weights.
1. Spelling .....	20
2. Arithmetic .....	20
3. Letter writing .....	20
4. Penmanship .....	20
5. Copying from plain copy .....	20
Total .....	100

The following are specimen questions and tests in this examination:

*Spelling.*—The words in spelling are dictated by the examiner and are required to be written by the competitor in the blank spaces indicated on the first sheet of his examination. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition. The words should begin with capital letters.

1. Question: The act of questioning; as, to question a witness.
2. Column: A perpendicular section of a page; as, a newspaper column.
3. Regular: A soldier belonging to a permanent army.
4. Possible: Practicable; not contrary to the nature of things.
5. Precious: Of much value; as, a precious stone.
6. Guardian: One who has the care of an orphan.
7. Entrance: A place for entering; as, an entrance to the city.
8. Separate: Divided from the rest, as, a separate parcel.
9. Official: One invested with an office.
10. Eager: Keenly desirous; as, eager to learn.
11. Patience: The quality of being patient.
12. Position: State of being placed; as, in a bad position.
13. Exceed: To go too far; as, to exceed one's authority.
14. Language: Human speech; as, the English language.
15. Explain: To make plain or clear; as, to explain a problem.
16. Business: Employment; something to be transacted.
17. Receive: To take or accept.
18. Copyist: One who copies.
19. Certify: To give certain information or assurance.
20. Specimen: A pattern or sample.

*Arithmetic.*—1. Add the following numbers: 7,820,140, 616,487, 18,021,762, 5,329,456, 5,647,893, 432,890, 23,578,932, and 45,004, and from the sum of these numbers subtract 8,641,762.

2. Multiply 794.4 by 450 $\frac{3}{4}$ , and divide the product by 49.65.

3. A clerk received a salary of \$720 a year. He spent  $\frac{3}{4}$  of it for board,  $\frac{1}{4}$  of the remainder for clothing, and \$144 for all other expenses. How much did he save?

4. An open court contains 160 sq. yds. How many stones 9 inches square will be required to pave it?

(1296 sq. in.=1 sq. yd.)

5. A Manila grocer imported 1,083 pounds of butter at 39 cents a pound, and sold it at  $\frac{5}{13}$  more than it cost. What was his net profit if his expenses were \$36.47?

*Letter writing.*—Two subjects for letter writing will be found at the head of the blank sheet upon which the letter is to be written, and the competitor may select

either of the subjects upon which to write his letter of not less than 125 words. The exercise in letter writing is designed chiefly to test the competitor's skill in composition. In rating the letter its errors in form and address, spelling, capitalization, punctuation, syntax, style, and its adherence to the subject will be considered.

*Penmanship.*—The rating on penmanship will be determined by legibility, neatness, rapidity, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise in copying from plain copy. No particular style of penmanship is preferred.

*Copying from plain copy.*—N. B.—Paragraph, spell, capitalize, and punctuate as in the copy. All omissions and mistakes will be taken into consideration in rating this exercise.

Make an exact copy of the following:

The hemp tree in the Philippines reaches an average height of ten feet. It is a native plant, the stem of which is enclosed in layers of half round petioles. The hemp fibre is extracted from these petioles which, when cut down, are separated into strips, five to six inches wide, and drawn under a knife attached at one end by a hinge to a block of wood, while the other end is suspended from the extremity of a flexible stick. The bow tends to raise the knife and a cord attached to the same end of the knife, and a treadle is so arranged that, by a movement of the foot, the operator can bring the knife to work on the hemp petiole with the pressure he chooses.

### Third grade examination.

SEC. 13. Time allowed, three and one-half hours. Eligibles on this register may be certified to any position in the classified service, with a salary less than \$300, for which the third grade examination is appropriate. The examination will comprise the following subjects and weights:

SUBJECTS.	Weights.
1. Spelling .....	20
2. Arithmetic .....	20
3. Letter writing .....	20
4. Penmanship .....	20
5. Copying from plain copy.....	20
Total .....	100

The following are specimen questions and tests in this examination:

*Spelling.*—The words in spelling are dictated by the examiner and are required to be written by the competitor in the blank spaces indicated on the first sheet of his examination. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition. The words should begin with capital letters.

1. Horse: A well known domestic animal.
2. Equal: One of the same rank.
3. People: A nation; those who compose a community.
4. Pledge: Something given as security.
5. Divide: To part; to separate; as, to divide into two parts.
6. Useful: Full of use; as, in a useful manner.
7. Salary: A payment for services.
8. Foot: A measure of twelve inches.
9. Every: Each one; as, in every case.
10. Papers: Written or printed documents.
11. Read: The act of reading; as, to read a book.

12. Notify: To make known; as, to notify a friend.
13. Commence: The act of commencing; as, to commence work.
14. Touch: To come in contact with; as, to touch the book.
15. Sign: To mark with characters or one's name; as, to sign a letter.
16. Special: Particular; peculiar; as, in a special manner.
17. Advance: To go forward.
18. Found: Discovered; as, he found the book.
19. Year: A period of time.
20. Failure: The act of failing; as, it was a complete failure.

*Arithmetic.*—1. Add the following numbers: 426,985, 718,643, 5,926,718, 2,046, 359,175, 861,722, and 103,141.

2. Divide 25,877,823 by 8,549.

3. Multiply 58,927 by 8,075 and subtract 28,796,747.

4. The driver of a carromata took an average of 16 fares a day at 35 cents a fare. In 30 days his total expenses were \$24. How much did he save?

5. In February, 1900, 6,739,632 pounds of rice were imported from Spain, China, and the East Indies. 3,726 pounds were imported from Spain and 551,834 pounds from the East Indies. How many pounds were imported from China?

*Letter writing.*—Two subjects for letter writing will be found at the head of the blank sheet upon which the letter is to be written. The competitor may select either of the two subjects upon which to write a letter of not less than 100 words. The exercise in letter writing is designed chiefly to test the competitor's skill in simple composition. In rating the letter its errors in form and address, spelling, capitalization, punctuation, syntax, style, and its adherence to the subject will be considered.

*Penmanship.*—The rating on penmanship will be determined by legibility, neatness, rapidity, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise in copying from plain copy. No particular style of penmanship is preferred.

*Copying from plain copy.*—N. B.—Paragraph, spell, capitalize, and punctuate as in the copy. All mistakes and omissions will be considered in rating this subject.

Make an exact copy of the following:

The natives everywhere continue to employ the primitive method of treating rice paddy for domestic and local use. The grain is generally husked by them in a large mortar hewn from a block of molave, or other hard wood, in which it is beaten by a pestle. Sometimes two or three men or women with wooden pestles work at the same mortar. This mortar is termed, in Tagalog dialect, "luzon," the name given to the largest island in the group.

#### Assistant examination.

SEC. 14. Time allowed, two days of seven hours each. The first three subjects will be given on the first day, and the remaining subjects on the second day. The examination will comprise the following subjects and weights:

No.	Subjects.	Weights.	Maximum ratings.
1	Thesis (500 words to be written on one of two topics given)-----	4	400
2	Correction of rough draft manuscript (250 words)-----	3	300
3	Mathematics (arithmetic, algebra, including quadratics, and plane geometry)-----	3	300
4	History and civil government of the United States-----	3	300
5	General history and geography-----	2	200
6	Colonial government and administration-----	2	200
7	Political economy-----	1	100
8	Education and experience-----	2	200
Total ratings-----			2,000

The figures opposite each subject indicate (1) the relative value of and (2) the credit that will be given as a maximum rating on the subject in the examination. Each competitor in the assistant examination may also take any one or more of the optional subjects mentioned below. The figures opposite each of these optional subjects indicate the additional credit that will be given for a maximum rating on the subject. Three hours will be allowed in the examination on each subject.

*Optional subjects.*

No.	Subjects.	Weights.	Max- imum ratings.
1	Agriculture	1	100
2	Bookkeeping	1	100
3	Botany	1	100
4	Chemistry	1	100
5	Educational methods	1	100
6	Engineering, civil	1	100
7	Engineering, electrical	1	100
8	Engineering, mechanical	1	100
9	Engineering, mining	1	100
10	Finance	1	100
11	Forestry	1	100
12	Geology	1	100
13	Law, common	1	100
14	Law, international	1	100
15	Law, Roman or civil	1	100
16	Laws (land) of the United States	1	100
17	Laws (mining) of the United States	1	100
18	Mathematics, higher, including calculus	1	100
19	Mineralogy	1	100
20	Physics	1	100
21	Spanish language	1	100
22	Statistics, theory and practice of	1	100
23	Practical questions on auditing of accounts	1	100
24	Practical questions on disbursements	1	100
25	Expert accounting	1	100
Total ratings			2,500

The rating of a competitor on each regular or optional subject will be in proportion to the correctness of the work done, based upon the maximum rating indicated opposite the subject for perfect work. It will be observed that the total ratings that may be obtained in the regular examination are 2,000. A competitor will not receive any credit for work done on any optional subject unless his total ratings in the regular examination are 1,400 or more and 70 or more on such subject. The credits received by him in the optional subjects will simply tend to increase his prospects of appointment. It is not expected that any one competitor will be found proficient in all of these branches, the aim in providing a variety of optional subjects in addition to the regular subjects being to enable the Board to secure eligibles with such special qualifications as may be needed to meet the demands of the service. In making requisitions for certifications of eligibles, appointing officers may call for the highest three names as a result of examination in the regular and optional subjects combined, but should the needs of the service so require, as may frequently happen, requisition may be made for a certification of those standing highest on one or more of the optional subjects, and who have also passed the regular examination. For instance, if a vacancy should occur in the Forestry Bureau requiring a knowledge of forestry, a requisition would probably be made for eligibles who have shown the most proficiency in this subject, and who have also passed the regular examination.

The object of the assistant examination is to provide a method of entrance to the Philippine civil service for honest, energetic, and well-educated persons who may wish to enter the service. Eligibles thus secured will be appointed as the needs of the service require. After appointment they will be assigned to such

duty, clerical or otherwise, as may be deemed advisable. Following the usual practice of making appointments for original entrance to the service in the lower classes and grades, nearly all appointments from this register are being made at an entrance salary of \$1,200. Competitors are requested to state the minimum at which they will accept appointment and below which they do not wish to be considered in making certifications.

The appointees have been generally recognized in making promotions in accordance with the policy of advancing the best equipped and most competent to the higher positions. It is assured that no capable person of good character appointed from this register need long remain in the class to which he was appointed. Furthermore, Section 21 of the Civil Service Act provides that vacancies as they occur in the higher offices, shall be filled without examination from a class to be composed of the first, second, and third assistants in such offices, the intention of the law being that the appointing power may transfer from one office to another the assistants deemed most competent to fill vacancies. Therefore it will be seen that through faithfulness, efficiency, and an honest discharge of duties, assistants have a good opportunity, as the conditions of the service permit, to be advanced to the highest administrative positions since vacancies in those positions will be filled by promotion.

#### Teacher examination.

SEC. 15. Time allowed, two days of seven hours each, the first five subjects being given on the first day, and the remaining subjects on the second day. Entrance salary \$900 to \$1,200. Vacancies in the higher positions in the teaching service are filled by promotion from the lower classes. Minimum and maximum age limitations, 20 and 40 years.

No.	Subjects.	Weights.	Maximum ratings.
1	Thesis.....	2.5	250
2	Penmanship.....	1	100
3	Arithmetic.....	2.5	250
4	English.....	2.5	250
5	Geography.....	2	200
6	History and civil government of the United States.....	2.5	250
7	Physiology and hygiene.....	1.5	150
8	Nature study and drawing.....	1.5	150
9	Science of teaching.....	2	200
10	Experience, training and fitness.....	2	200
Total ratings.....			2,000

The figures opposite each subject indicate (1) the relative value of and (2) the credit that is given as a maximum rating on the subject in the examination. Each competitor in the teacher examination may also take any one or more of the optional subjects mentioned below. The figures opposite each of these optional subjects indicate the additional credit that is given for a maximum rating on the subject. Three hours are allowed in the examination on each subject. The use and purpose of optional subjects, and the scheme of rating and certification, are similar to those of the assistant examination. No specimen questions are given for the optional subjects; see questions and tests for the regular subjects following.



## Optional subjects.

No.	Subjects.	Weights.	Maximum ratings.
1	Music	1	100
2	Free-hand drawing	1	100
3	Mechanical drawing	1	100
4	Algebra	1	100
5	Geometry	1	100
6	Physics	1	100
7	Chemistry	1	100
8	Botany	1	100
9	Zoology	1	100
10	General history	1	100
11	General literature	1	100
12	History of the Philippines	1	100
13	Kindergarten	1	100
14	Wood carving and clay modeling	1	100
15	Elements of architecture	1	100
16	Bookkeeping	1	100
17	Typewriting	1	100
18	Agriculture	1	100
19	Cutting, fitting, and sewing	1	100
20	Cooking and domestic economy	1	100
Total ratings			2,000

## THESIS.

Write a thesis of not less than 300 words on one, and *only one*, of the following topics:

1. The importance of a good system of public schools in the Philippine Islands.
2. The advantages derived by the civil service from the merit system of appointments.

[In rating the thesis, errors in spelling, capitalization, punctuation, syntax, and style, and its adherence to and treatment of the subject given, will be considered, and its value in the judgment of the examiners rated on a scale of 100 per cent.]

## ARITHMETIC.

1. Explain fully, as to a class of pupils, why in dividing  $\frac{2}{3}$  by  $\frac{7}{8}$  we multiply the  $\frac{2}{3}$  by  $\frac{8}{7}$ , obtaining  $\frac{16}{21}$  for a quotient.

(A credit of 30 per cent is given this question.)

2. Simplify

$$\left[ \frac{2\frac{1}{2} - 1\frac{2}{3}}{\frac{2}{5} \times \left( \frac{3}{4} - \frac{1}{2} \right)} - \frac{2}{3} \right] \times \frac{5}{23}$$

3. Divide \$7.75 among 5 boys and 4 girls, giving each boy  $\frac{3}{4}$  as much as each girl.

4. Write 6,734 centiliters as liters; as hektoliters.

5. If 8 men spend \$32 in 15 weeks, how much will 56 men, at the same rate, spend in a year?

6. Find the cost at \$7.50 per thousand, of the brick required for the walls of a house 30 feet long, 24 feet wide, and 18 feet high, walls one foot thick, allowing 21 bricks to the cubic foot, and 10 per cent for openings.

7. If \$300 placed at interest yields an income of \$18 in 9 months, how much must be placed at interest, at the same rate, to yield an income of \$115 in 6 months?

8. I bought 16 dozen pairs of boots at \$7.35 a pair, and paid \$28.80 freight. At what price per pair must I mark them so that I may sell them at 10 per cent below the marked price and still gain 8 per cent on the total cost of the boots?

## ENGLISH.

1. Distinguish between the teaching of grammar and the teaching of language.
2. Write five sentences containing common errors of speech, and make corrections.
3. Analyze the following sentence: "*Though he slay me, yet will I trust in him.*"
4. Parse the italicized words in the foregoing sentence.
5. State the various grammatical uses of each of the following words: *but, as, while, that, what*.
6. Write five rules governing the spelling of English words.
7. Write sentences containing *on, upon, in, into*.
8. Write a sentence containing relative pronouns in the nominative, the possessive, and the objective cases.
9. Define a subordinate clause. Write a sentence using an adjective clause and an adverbial clause.
10. Write sentences containing (a) a compound relative pronoun; (b) an impersonal verb; (c) a noun clause used as a subject; (d) a participial phrase used as the object of a preposition; (e) an infinitive phrase modifying a noun.

## GEOGRAPHY.

1. Upon what conditions does the climate of a country depend?
2. Account for the rapid growth of Chicago.
3. Describe the system of Standard Time now in use in the United States.
4. Starting from New York and going due east around the earth, through what countries would you pass?
5. What proportion of Europe is Russia, and what is its geographical importance?
6. What are the leading seaport towns of China?
7. (a) Name four of the chief exports of the United States and tell to what countries they go.  
(b) Name four of the chief imports of the United States and tell from what countries they come.
8. Name *one* important river and *one* important city on that river in each of the following: Russia, China, France, India, Spain.
9. What lands are separated by the following: (a) Gulf of Bothnia; (b) Strait of Juan de Fuca; (c) Torres Strait; (d) Strait of Messina; (e) Dardanelles.
10. What are the chief natural products of the Philippine Islands?

## HISTORY AND CIVIL GOVERNMENT OF THE UNITED STATES.

1. What were the differential characteristics between the people of the Virginia and Massachusetts colonies at the beginning of the Revolution?
2. What political parties were formed soon after the election of Washington as President? What were the principles of each?
3. Discuss Eli Whitney's invention and its influence in the United States.
4. What were the territorial boundaries of the United States as set forth by the treaty of 1783?
5. Explain the struggle in Congress which led to the passage of the bill called the "Missouri Compromise."
6. Discuss briefly the coal strike of 1902. How was it settled?

7. What were the Articles of Confederation? In what respects were they too weak to hold the states together?
8. Give an outline of the judicial system of the United States.
9. State the provisions of the Constitution and Amendments relating to the election of the President of the United States.
10. Explain the Australian ballot system and show its advantages.

#### PHYSIOLOGY AND HYGIENE.

1. Show by a drawing the natural curvature of the human spinal column. What purpose does this curvature serve?
2. Explain how exercise enlarges and strengthens the muscles. Mention a form of exercise well fitted to develop the lungs. Is jumping a good form of exercise? Why?
3. Show by a diagram or otherwise the course of the blood from the time it leaves the right auricle till its return to the right auricle.
4. Describe the lungs and give their functions.
5. State the functions of the skin and show their hygienic importance.
6. Describe the physical effects of the excessive use of alcoholic beverages.
7. State the value of physical exercise to persons living in the tropics, and show how it is conducive to physical well-being.
8. Describe the dietary conducive to good health of persons living in the tropics.
9. Describe briefly the digestive process.
10. State the value of habits of cleanliness.

#### NATURE STUDY AND DRAWING.

The competitor will be required to discuss in an essay of 175 to 200 words how he would develop in children a knowledge of natural history. A particular species of plant or animal life will be assigned, of which the competitor will make illustrative drawings.

[In rating this subject, style, or manner of expression, adherence to and treatment of the subject given, and the conception, and the skill in execution of the sketches, will be considered.]

#### SCIENCE OF TEACHING.

1. What subjects would you teach children six years of age just entering school?
2. What do you consider the advantages and disadvantages of vertical writing?
3. Write from 100 to 200 words on the work of some great European educator.
4. Write from 100 to 200 words on the work of some great American educator.
5. During what period of life is a speaking knowledge of a foreign language most easily acquired? Why?
6. What is meant by the correlation of subjects? What are its advantages?
7. What is the natural order of developing the intellectual faculties of a child, and what studies call into exercise the different faculties?
8. By what means can the moral nature of a child be best developed?
9. Define method in its most general form. Distinguish the inductive method from the deductive method. State some disadvantages of the deductive method.
10. What is the proper use of *memory* in the process of education?

## Filipino teacher examination.

SEC. 16. Time allowed, eight hours. Entrance salary, \$240 to \$420. In view of the requirements of the service this examination will be given in English only. The following are the subjects and weights:

SUBJECTS.	Weights.
1. Spelling (third grade, see sec. 13).....	10
2. Arithmetic (third grade, see sec. 13).....	20
3. Letter writing (third grade, see sec. 13).....	10
4. Penmanship .....	5
5. Geography .....	10
6. English .....	15
7. History of the United States and Philippine Islands.....	10
8. Hygiene .....	10
9. Methods in teaching.....	10
Total .....	100

Questions illustrative of the last five subjects are not given. They are much less difficult, however, than those of the corresponding subjects of the teacher examination.

## Bookkeeper examination.

SEC. 17. Time allowed, nine hours. Entrance salary, usually \$1,200. The names of competitors who fail on the subject of bookkeeping but obtain an eligible average on the first grade subjects will be entered on the clerk register. The following are the subjects and weights:

SUBJECTS.	Weights.
1. First grade examination (see sec. 11).....	35
2. Practice of bookkeeping.....	50
3. Experience and training.....	15
Total .....	100

Competitors may take, in addition to the regular subjects of the bookkeeping examination, the following optional subjects of the assistant examination, namely: "Practical questions on auditing of accounts," "Practical questions on disbursements," "Expert accounting." (See sec. 14.)

The following specimen questions and tests indicate the general character of the second subject:

*Practice of bookkeeping.*—The first exercise is given a weight of 2 and the second a weight of 1.

## FIRST EXERCISE.

*Instructions.*—On the blanks furnished make the necessary journal entries for the transactions given in the memoranda below; keep bank account separate from cash account; make no daybook entries.

February 4, 1899. Marr and Company of Manila began business with the following resources: Store and lot on the Escolta, \$12,500; cash in Manila Bank, \$4,325; in safe, \$940.85; Carter Bros.' note for \$940, dated September 15, 1898, due five months after date. Liabilities were as follows: Account in favor of Philippine Commercial Company, \$865.30; note in favor of Solana Bros. for \$2,320, dated November 20, 1898, due 90 days after date, with interest at 6 per cent, accrued interest, (\$28.98).

February 6. Bought of J. C. Neville merchandise worth \$4,275. Gave in payment check for \$2,700, balance on account.

February 7. Bought with check 25 shares of stock of Philippine Commercial Company at 45 (par value, \$100.)

February 10. Sold R. C. Adams merchandise valued at \$3,115.38. Received in payment at its present worth our note for \$2,320 in favor of Solana Bros. (mentioned in liabilities), present worth \$2,351.27, balance on account.

February 11. Drew a sight draft on R. C. Adams for \$615 and remitted it to Philippine Commercial Company on account.

February 15. Sold to L. C. Miller 20 shares of Philippine Commercial Company stock at 49 and received his check on Manila Bank for the amount.

February 17. Received of Carter Bros. on account their draft at 30 days' sight on R. C. Adams for \$300. Presented the above draft for acceptance and Adams has accepted same, payable at Manila Bank.

February 19. Carter Bros.' note (mentioned in resources) has been protested for non-payment. Protest fee, \$2.35.

February 20. Due W. H. McLean \$60, for salary for 3 weeks. Paid him  $\frac{2}{3}$  of the amount in cash.

February 23. Discounted at 7 per cent our note for \$2,500, given at 90 days on Manila Bank, and received credit for the proceeds. Discount, \$43.15. (Allow no days of grace.)

#### SECOND EXERCISE.

From the data below make out a balance sheet.

On August 31, 1897, Juan Castueras and Placido Galve, under the firm name of Castueras and Galve, had on hand as per inventory the following: Merchandise, \$2,886; real estate, \$9,360; stationery, \$15. The footings of the accounts in their ledger were as follows:

Debit footings—Juan Castueras (member of firm), \$314.01; cash, \$3,450.30; Manila Bank, \$3,586.80; real estate, \$9,000; merchandise, \$7,981.07; bills receivable, \$3,226.80; bills payable, \$1,170.96; expense, \$201; interest and discount, \$48.93; Demetrio Gomez, \$1,080.

Credit footings—Juan Castueras (member of firm), \$7,882.93; Placido Galve (member of firm), \$9,477; cash, \$1,556.74; Manila Bank, \$1,077.30; merchandise, \$6,587.76; bills receivable, \$1,920; bills payable, \$1,530.96; interest and discount, \$27.18.

*Experience and training.*—The rating on this subject will be based on the information furnished by the competitor in answer to questions relating to his education and business experience which would tend to qualify him for the position of bookkeeper.

#### Stenography examination.

SEC. 18. Time allowed, five and one-half hours, of which one and one-half hours are allowed for transcribing the stenographic notes. Entrance salary, \$1,200. The subjects and weights are as follows:

SUBJECTS.	Weights.
1. Arithmetic (first grade, see sec. 11) .....	5
2. Penmanship .....	5
3. Letter writing (first grade, see sec. 11) .....	5
4. Copying from rough draft (first grade, see sec. 11) .....	10
5. Stenography .....	75
Total .....	100

The practical test in stenography will consist of two exercises, a letter and a speech, each containing 260 words. The dictations are given to all the competitors together. A preliminary test is given at the rate of 80 words per minute, in order to familiarize the competitors with the examiner's manner of dicta-

tion. This preliminary test will not be considered a part of the examination, and should not be transcribed. The regular exercises (a letter and a speech are considered as one exercise) will then be dictated at different rates of speed as follows: 80 words, 100 words, 120 words, and 140 words per minute. A rating of 70 per cent in speed will be given when the dictation is at the rate of 80 words per minute, 80 per cent for 100 words, 90 per cent for 120 words, and 100 per cent for 140 words per minute. The competitors will be permitted to enter the regular tests at as many different rates of speed as they may desire, but they will be required at the conclusion of the tests to select the one which they wish to transcribe and be considered in the rating. Examiners will give competitors sufficient time to make the selections. The test which they select will be the only one which they will be permitted to transcribe, and the notes of all other tests will be taken up by the examiner. These notes will be forwarded to the Board, together with the other papers of the stenography examination, but will not be considered in the rating. The notes of the exercise transcribed should be attached to sheet 4 when the competitor surrenders that sheet. The notes may be transcribed either in longhand or with the typewriter.

The following dictation exercises indicate the general character of the exercises used in this examination:

*Dictation Exercises.*—(a) The most important of all histories to an American is that of his own country, because it appeals to his patriotism, and in it is found as nowhere else, the story of the progress of the people. During the last fifty years the United States has contributed more than any other nation to the sum of human welfare and advancement, and while it has made the greatest progress in times of peace, it has not hesitated to draw the sword in behalf of justice and right. It is natural for an American to sympathize with any people fighting against oppression. Sympathy for the Cubans was expressed in party platforms, at public meetings, in the press and pulpit, and on the floor of Congress. The American people did not wish to go to war, but they were determined that the horrors in Cuba should cease. The continent was not broad enough for the continuance of two so antagonistic systems face to face, and the whole country knows by heart the story of the war that followed. An attempt at this early date to sum up all the consequences would be presumption, but two at least are already sure. At home, in the United States, points of compass are blotted out. For Americans there is now neither north nor south nor east nor west. There is only one common country. Abroad the republic has made itself respected and recognized as it never was before. Its potent voice in behalf of humanity and freedom has been heard around the globe.

(b)

MANILA, December 30, 1900.

Honorable WILLIAM ATKINS,  
Omaha, Nebraska.

SIR:

Replying to your letter of the 20th ultimo, I have the honor to state that hemp growing with ample capital is an industry which gives little trouble, and from which large profits are realized in the Philippine Islands. The plant requires at least three years to arrive at the cutting stage, or four years if raised from the seed. A great advantage to the colonist in beginning to grow hemp is the fact that only a partial clearance is required, while newly opened up land is preferable, as on it young plants will sometimes throw up as many as thirty suckers. The great drawback to the person with limited capital is the impossibility of getting any return for his labor or making any profit on his outlay before three years at least. After that period the risk is small, drought being about the only thing to be feared. The largest trees are usually left to shade the plants and young shoots so that only light rooting is absolutely necessary.

No plowing is required and there is no special cropping season, as there is in the case of sugar, which, if neglected, results in a total loss of crop. No costly machinery has to be bought and left to the mercy of inexperienced hands, and no live stock need be maintained for field labor. For these reasons you will appreciate that the advantages of hemp cultivation compare favorably with those of any other agricultural pursuit in the islands.

Very respectfully,

JOHN ADAMS.

### Typewriting examination.

SEC. 19. Time allowed, six hours. Entrance salary, usually \$1,000. The following are the subjects and weights:

SUBJECTS.	Weights.
1. Arithmetic (first grade, see sec. 11).....	5
2. Penmanship .....	10
3. Letter writing (first grade, see sec. 11).....	10
4. Copying from rough draft (first grade, see sec. 11).....	15
5. Tabulating .....	10
6. Copying and spacing.....	20
7. Writing from dictation.....	30
Total .....	100

The technical subjects of the typewriting examination consist of tabulating, copying and spacing, and writing from dictation, on all of which accuracy and speed are considered in the ratings. The exercise in copying from rough draft of the first grade examination will be given in this examination and will also be rated on accuracy and speed, the competitor being required to make a corrected copy of the exercise on the typewriter. In these technical sheets accuracy is given a weight of 3 and speed a weight of 2.

The following indicates the general character of the technical exercises in this examination, other than the rough draft exercise already referred to.

*Tabulating.*—(Preliminary tests will not be permitted, but a rough draft of the table may be made with pencil or pen on scratch paper and copied with the typewriter on the accompanying blank sheet. The time consumed in making the rough draft will be included in the time allowed for the exercise.)

Write the following facts with the typewriter, in tabular form, in five columns, with proper headings (general heading and column headings), without abbreviations. (The figures given below are not considered as abbreviations.) The general heading should be brief and should indicate clearly the facts which are shown in the table, and each column heading should indicate the facts which are given in that column. The table should not exceed 66 spaces in width.

According to the statistics for 1882 of some of the British colonies, British India had an area of 868,314 square miles and a population of 198,790,853. The imports were valued at £68,156,654 and exports 89,098,427 pounds sterling. The imports and exports for the Straits Settlements were valued at 18,676,766 and 17,260,138 pounds sterling, respectively, while the population was but 423,384, and the area 1,472 square miles. Ceylon, with a population of 2,763,984 and an area of 25,365 square miles, exported goods valued at £3,161,262, and received in imports 4,811,451 pounds. Australia covers 3,161,842 square miles, with exports and imports, respectively, 54,572,756 and 64,001,120 pounds, while her population was 2,742,550. The area of the Fiji Islands was 7,740 square miles, the population 127,095, and the imports and exports, respectively, 434,522 and 345,344 pounds in value. The exports of the Falkland Isles amounted to 101,338 pounds,

the population 1,553 in an area of 6,500 square miles, and the imports were 67,848 pounds. St. Helena had only a population of 5,059 people, but received in imports 63,786 pounds in value, and made exports to the amount of 23,406 pounds, with an area of but 47 square miles. The exports from the British colonies in North America amounted to 20,150,309 pounds, and the imports to the same were 25,599,657 pounds. The area of this district was 3,510,592 square miles, with a population of 3,832,632. The area of Cyprus was 3,595 square miles, the population 186,173, and the imports and exports amounted to 296,868 and 266,210 pounds, respectively, in value. (In this exercise pounds will be understood as pounds sterling.)

*Copying and spacing.*—The competitor is required to copy an exercise similar to the one shown in reduced size on the opposite sheet, reproducing it in every particular, including punctuation and other marks and preserving all spaces between lines and between words, figures, and characters, and the relative positions of the lines on the sheet.

The copy furnished to the competitor is a photo-lithograph of a sheet which has been typewritten and so prepared that it may be reproduced on any style of typewriting machine.

*Writing from dictation.*—One of the examiners will dictate to each competitor separately, in groups of five or six words at a time, a passage of about 175 words, which the competitor will be required to write with the typewriter. As speed is an important element in this exercise, the examiner will read as rapidly as the competitor may desire and indicate. The examiner will give all the punctuation marks. The sheet will be surrendered immediately after the competitor has finished writing the exercise, no time being allowed for corrections. The following is a specimen exercise in dictation:

In view of the facts above set forth it must be admitted that the average native has never, as yet, had a fair opportunity to show what he can do. He is, at all events, keenly alive to the disadvantages under which he has thus far labored and is strongly desirous of securing better educational advantages. In the opinion of the Commission the present number of primary schools should be increased as rapidly as possible until they meet the needs of the population. The necessary equipment for carrying on primary school work in accordance with modern methods should also be provided. Additional provisions should be made for the proper training of teachers, and their salaries should be placed at such figures as to afford at least a respectable livelihood for those to whom is entrusted the all-important task of educating the youth of the Philippines.

#### Junior typewriter examination.

SEC. 20. Time allowed, six hours. Entrance salary, \$360 to \$600. The following are the subjects and weights:

SUBJECTS.	Weights.
1. Arithmetic (second grade, see sec. 12).....	10
2. Penmanship .....	10
3. Letter writing (second grade, see sec. 12).....	10
4. Copying from rough draft on typewriter (first grade, see sec. 11).....	15
5. Copying from plain copy on typewriter (first grade, see sec. 11).....	20
6. Writing from dictation on typewriter (see sec. 19).....	25
7. Test in English.....	10
Total .....	100



## EIGHTH SUBJECT—COPYING AND SPACING.

Make on the accompanying sheet an exact copy of the following exercise, reproducing it accurately in every particular, including punctuation and other marks, and preserving all spaces between lines and between words, figures, and characters, and the relative position of lines on the sheet:

## S I L V E R P U R C H A S E S .

The total amount of silver purchased under the act of July 14, 1890, from August 13, 1890, the date when the act went into effect, to November 1, 1893, the date of the repeal of the purchasing clause, aggregates 168,674,682.53 fine ounces, costing \$155,931,002.25, the coining value of the same in silver dollars being \$218,084,438. Of this amount there has been used in the coinage of 36,087,285 silver dollars 27,911,259.49 fine ounces, costing \$29,110,186.61.

The amount wasted by the operative officers of the mints, and sold in sweeps, was 63,570.37 fine ounces, costing \$62,535.64, leaving a balance on hand at the coinage mints of 140,699,852.67 fine ounces, costing \$126,758,280, the coining value of the same in silver dollars being \$181,914,961.

The quantity and cost of silver purchased during the fiscal year, and from July 1 to November 1, 1893, at each of the coinage mints is shown in the following tables:

DELIVERIES ON PURCHASES OF SILVER UNDER ACT OF JULY 14, 1890,  
FISCAL YEAR 1893.

Mints.	Fine ounces.	Cost.
Philadelphia.....	44,201,883.02	\$37,627,652.17
San Francisco.....	3,813,013.56	3,208,521.52
New Orleans.....	4,964,208.02	4,187,902.52
Carson.....	1,029,058.00	867,298.32
Total.....	54,008,162.60	45,531,374.53

DELIVERIES ON PURCHASES OF SILVER UNDER ACT OF JULY 14, 1890.  
FROM JULY 1 TO NOVEMBER 1, 1893.

Mints	Fine ounces.	Cost.
Philadelphia.....	8,997,601.00	\$8,581,593.83
San Francisco.....	1,231,351.70	901,498.47
New Orleans.....	1,386,116.55	1,011,543.41
Carson.....	302,589.53	220,895.61
Total.....	11,917,658.78	8,715,521.32

The test in English consists of the translation of easy sentences from Spanish into English, and of interpreting from English into Spanish.

### Stenography and typewriting (combined) examination.

SEC. 21. Time allowed, seven and one-half hours, of which one and one-half hours are allowed for transcribing the stenographic notes. Entrance salary, \$1,200.

The following are the subjects:

#### SUBJECTS.

1. Arithmetic (first grade, see sec. 11).
2. Penmanship.
3. Letter writing (first grade, see sec. 11).
4. Tabulating (see sec. 19).
5. Copying from rough draft (see sec. 11).
6. Copying and spacing (see sec. 19).
7. Writing from dictation (see sec. 19).
8. Stenography, dictations and transcriptions (see sec. 18).

The subjects of arithmetic, letter writing, penmanship, and copying from rough draft will be required to be taken only once at the same time and place in connection with the examination for stenography and typewriting combined.

If a competitor passes in both stenography and typewriting, his name will be entered upon both registers. In addition to this, the averages in the two examinations will be combined, a weight of 2 being given to stenography and a weight of 1 to typewriting, and with the rating thus obtained his name will be entered upon the combined stenography and typewriting register. If he passes in only one of the examinations, his name will be entered upon the register for the examination which he passes.

### Translator examinations.

SEC. 22. There are two grades of examinations for translator positions: (1) a translator examination and (2) a junior translator examination. The entrance salary for these positions varies according to the requirements of the vacancy to be filled and the ability of the appointees.

#### TRANSLATOR EXAMINATION.

SEC. 23. The first six subjects of the first grade examination form a part of the translator examination, with a weight of 30 per cent, while the tests in translating are weighted 70 per cent. These tests are divided into two parts of equal weight, the first part consisting of two short exercises to be translated from English into Spanish, and the second part of two similar exercises to be translated from Spanish into English. The translations must be made without the aid of a dictionary and the competitor is required to adhere as closely to the text as the idiomatic usage of the two languages will permit. Time allowed, seven hours. The following are the subjects and weights:

SUBJECTS.	Weights.
1. Spelling (first grade, see sec. 11).....	5
2. Arithmetic (first grade, see sec. 11).....	5
3. Letter writing (first grade, see sec. 11).....	5
4. Penmanship .....	5
5. Copying from plain copy (first grade, see sec. 11).....	5
6. Copying from rough draft (first grade, see sec. 11):.....	5
7. Translation from English into Spanish.....	35
8. Translation from Spanish into English.....	35
Total .....	100

The following selections indicate the general character of the translator examination.

*Make a close translation of the following into idiomatic Spanish:*

(a) Although the Chinese have introduced telegraphs to a considerable extent throughout a great portion of the empire, they still cling affectionately to their postal system, which remains much the same as it was hundreds of years ago. The government employs runners on foot or couriers on horseback, who are stationed at intervals on the roads leading to the various provinces. Each man takes the missive, or whatever it may be, to the next station, where another messenger is waiting to take it on the next stage, and so on. By this means enormous distances are covered in an incredibly short space of time. Marco Polo relates that dispatches are received in this way within twenty-four hours from places which it would take an ordinary traveler ten days to reach. If the Chinese wished to have a properly organized postal service, they could easily establish one.

(b) HYATTSVILLE, MD., September 14, 1900.

GENERAL SUPERINTENDENT OF EDUCATION,  
Manila.

SIR:

I have observed from press notices that your Department intends to give the Filipinos the best educational facilities, and that with this object in view you desire to secure competent teachers from the United States. In this connection I beg to state that I have had three years' experience in teaching in the primary and intermediate grades with uniform success, and if you have not already secured a sufficient number of teachers I will thank you to consider my name, since I am confident that as a result of my past experience I can render satisfactory service in the Philippines. Your attention is invited to the accompanying statements and recommendations from prominent educators in regard to my ability as a teacher.

Hoping to receive a favorable reply at an early date, I remain,

Very respectfully,

*Make a close translation of the following into idiomatic English:*

(a) Ocuparon estas islas los chinos cuando sojuzgaron todo aquel oriente; después los javos y malayos, últimamente los persas y árabes, los cuales por medio del comercio introdujeron la superstición de Mahoma entre la adoración de sus dioses, de los cuales se preciaron algunas familias como de progenitores.

Sus leyes son bárbaras. No ponen número á los matrimonios: la esposa superior del rey, llamada Putriz en su lengua, da nobleza y derecho á la sucesión. En ella son preferidos sus hijos, aunque de menor edad que los de otras madres. El hurto no por mínimo se perdona; el adulterio fácilmente. Cuando apunta el alba, ministros de este oficio tocan en los poblados, por ley, panderos grandes por las calles para despertar los lechos conjugales, que por la propagación humana los miran dignos de cuidado político. La mayor parte de los delitos se castigan con muerte: en lo demás obedecen á la tiranía ó arbitrio del vencedor.

(b) HABANA, CUBA, 6 de Junio de 1900.

LA COMISIÓN DE LOS EE. UU. DE FILIPINAS,  
Manila.

SRES:

Entiendo que los recursos con que cuenta Filipinas no están grandemente desarrollados y deseo fijar en esas islas mi futura residencia si tuviese la seguridad de que ofrezcan un porvenir regular á un hombre profesional, energético, con completo conocimiento del inglés y español, y un capital de unos miles de pesos. Soy un Ingeniero Civil de profesión, habiendo terminado la carrera en 1894, en la Uni-

versidad de Cornell; durante los dos últimos años he tenido experiencia práctica en construcciones de caminos en Cuba. Tengo también conocimiento de ingeniería eléctrica y estoy familiarizado con las últimas aplicaciones de electricidad á los tranvías, pudiendo sin dificultad alguna inspeccionar la instalación de un sistema eléctrico en cualquiera población de las islas. Declaro que el clima tropical me sienta bien, y les agradeceré á Vds. me avisen si en su parecer una persona de mis condiciones puede tener oportunidad de colocarse en Filipinas.

De Vds. muy respetuosamente,

E. T. KIRKWOOD.

#### JUNIOR TRANSLATOR EXAMINATION.

SEC. 24. This consists of the subjects of the second grade examination with a weight of 30 per cent and tests in translating with a weight of 70 per cent. The translation tests in this examination are less difficult than in the examination for translator. They consist of two short exercises of about 100 words each to be translated from English into Spanish and exercises of the same length to be translated from Spanish into English. The translations must be made without the aid of a dictionary, and the competitor is required to adhere as closely to the text as the idiomatic usage of the two languages will permit. Time allowed, six hours.

The following are the subjects and weights:

SUBJECTS.	Weights.
1. Spelling (second grade, see sec. 12) .....	5
2. Arithmetic (second grade, see sec. 12) .....	5
3. Letter writing (second grade, see sec. 12) .....	10
4. Penmanship .....	5
5. Copying from plain copy (second grade, see sec. 12) .....	5
6. Translating from English to Spanish.....	35
7. Translating from Spanish to English.....	35
Total .....	100

The following selections indicate the general character of the tests in translation in this examination:

*Make a close translation of the following into idiomatic Spanish:*

(a) This gentleman has been waiting here some time to see the chief. He says he has come to make inquiry in regard to the papers which he sent to this office a few days ago. Some of the papers he wishes to withdraw as he has since found that they should have been forwarded to another office. When he called at the office of the collector he was told to come here, where he would get the information that he desired. I think the papers to which he refers are those in that large envelope on the desk of Mr. Brown.

(b)

HONOLULU, H. I., September 29, 1900.

CIVIL SERVICE BOARD,

Manila.

GENTLEMEN:

Please let me know when you will hold an examination for clerk in the city of Manila. My home is in that city and I can leave here about December 1st, or will stay until January, if I can arrive in Manila in time for the examination. If you have any pamphlet or other printed information that will give me an idea of the character of the examination, I would be pleased if you would send me a copy so that I may prepare myself as much as possible before I get to Manila, which will probably be in February.

Very respectfully,

WILLIAM WILSON.

*Make a close translation of the following into idiomatic English:*

(a) La paz y la quietud cuelgan de pocas leyes bien gobernadas; y de los muchos intérpretes, la guerra y la confusión.

Está ya tan alterada la policía humana, que en muchas partes del mundo los tenidos por sabios se gobiernan como bárbaros, y los bárbaros como sabios.

Si el deseo de acrecentar estado no turbase el buen gobierno, en todo el mundo habría paz y justicia.

Los ministros de justicia duermen descansadamente sobre los males ajenos, y á la sombra de los suyos propios despiertan y dan gritos.

No basta que tengan los reyes la suprema autoridad, que también han de tener la suprema inteligencia de las cosas, para saber acrisolar las resoluciones de sus consejeros.

La buena razón de Estado es aquella que basta á mantener los reinos en paz y á difundirlos en guerra justa.

DAGUPAN, 1 de Diciembre de 1900.

LA JUNTA DEL SERVICIO CIVIL DE FILIPINAS,

*Manila.*

MUY SRES. MIOS:

Sírvanse mandarme un ejemplar de sus reglamentos y cualquiera información que Vds. tengan sobre la fecha y el lugar en que se han de celebrar sus exámenes. Quisiera examinarme para un puesto de mandatario si no es muy difícil. He tenido esta ocupación en Manila por algunos meses, y mis amos me habían dicho que mis trabajos eran muy satisfactorios. Si hay algunos puestos de esa clase vacantes en la actualidad; sírvanse decírmelo, puesto que quiero vivir en Manila donde podré ir á la escuela por las noches.

Muy respetuosamente,

#### Interpreter examinations.

SEC. 25. There are two grades of examinations for interpreters: (1) an interpreter examination and (2) a junior interpreter examination. The entrance salary for these positions varies according to the requirements of the vacancy to be filled and the ability of the appointees.

The subjects and weights of the interpreter examination are the same as those for translator (see sec. 23) except that the seventh subject will consist in interpreting from English into Spanish, and the eighth, in interpreting from Spanish into English. Time allowed, six hours. The tests in interpreting will include short statements, questions and answers on different subjects in English, aggregating about 300 words, which are to be interpreted into Spanish, and similar exercises in Spanish, which are to be interpreted into English. No competitor will be given any credit on the interpreting tests of this examination if his rating on the subjects of the first grade examination is less than 60 per cent.

The subjects and weights of the junior interpreter examination are the same as those for junior translator (see sec. 24) except that the sixth subject will consist in interpreting from English into Spanish, and the seventh, in interpreting from Spanish into English. Time allowed, five hours. The tests in interpreting will include short statements, questions and answers on different subjects in English, aggregating about 200 words, which are to be interpreted into Spanish, and similar exercises in Spanish, which are to be interpreted into English. The interpreting tests in the junior interpreter examination will be less difficult than in the interpreter examination. No competitor will be given any credit on the interpreting tests of this examination if his rating on the subjects of the second grade examination is less than 60 per cent.

## Clerk of court.

SEC. 26. This examination will be given in either English or Spanish as applicants elect, but applicants should possess a knowledge of both the Spanish and English languages. Time allowed, two days of six hours each. The salary is \$1,200, except in districts where a greater or a less salary is specially prescribed by law.

The following are the subjects and weights:

SUBJECTS.	Weights.
1. Spelling (first grade, see sec. 11).....	7.5
2. Arithmetic (first grade, see sec. 11).....	5
3. Letter writing (first grade, see sec. 11).....	10
4. Penmanship .....	7.5
5. Copying from plain copy (first grade, see sec. 11).....	7.5
6. Copying from rough draft (first grade, see sec. 11).....	7.5
7. Geography (first grade, see sec. 11).....	5
8. Practical questions on the subjects defined in several chapters of the New Code of Civil Procedure relating to the duties of clerk, and definitions of a few of the most ordinary legal phrases and terms.....	30
9. Tests in interpreting or translating.....	20
Total .....	100

## Draftsman examination.

SEC. 27. Examinations for draftsmen for original and constructive work, whether mechanical, architectural, or topographical, will be given only when the needs of the service require. If competent draftsmen are not obtainable in the Philippine Islands, such positions will be filled through the United States Civil Service Commission. Entrance salary, \$1,200 to \$1,600.

## Junior draftsman examination.

SEC. 28. Time allowed, two days of six hours each. Entrance salary, \$300 or \$360. The following are the subjects and weights:

SUBJECTS.	Weights.
1. Letter writing (second grade, see sec. 12).....	10
2. Penmanship .....	10
3. Drafting .....	60
4. Experience and training .....	20
Total.....	100

This examination is a general one from which eligibles may be obtained for certification to fill vacancies in the several bureaus of the Philippine civil service; therefore, applicants should state the kind of drafting with which they are familiar, whether mechanical or architectural, such as drawing and designing, or topographical, such as map and chart work. This information will determine the character of the examination for each applicant in the third subject, namely, drafting. Training and experience are rated on the evidence contained in Form No. 2.

## Civil engineer examination.

SEC. 29. This examination is held from time to time as the needs of the service require. When eligibles are not obtainable in the Philippine Islands, a request for competent persons to fill vacancies is made upon the United States Civil Service Commission. Time allowed, two days of seven hours each; subjects

1 and 2 will be given on the first day, and subjects 3 and 4 on the second day. Entrance salary, \$1,400 to \$1,800.

SUBJECTS.	Weights.
1. Pure and applied mathematics.....	15
2. Drawing .....	15
3. Use and care of field and office instruments.....	15
4. Practical questions in civil engineering.....	30
5. Technical education and experience.....	25
<b>Total .....</b>	<b>100</b>

Subject 1 covers practical questions involving a competent knowledge of arithmetic, algebra (to quadratics), geometry, trigonometry, use of logarithm tables, mensuration, and theoretical and applied mechanics.

Subject 2 will consist of an exercise in drawing to scale. The exercise is designed to test the competitor's ability as a draftsman, as well as to test his technical knowledge. Competitors must furnish themselves with a drawing board not less than 15 inches square, a "T" square and triangle, or two triangles, a protractor, one scale 1 inch to 50 feet and one  $\frac{1}{4}$  inch to the foot, ink, and pencil. Drawing paper will be furnished by the Board.

Subject 3 covers the engineer's transit, as such and also as an instrument in stadia work, the engineer's level, the sextant, the current meter, the planimeter, and other instruments. Four to six questions will be given. The competitor may select from the questions given, as specified on the sheet.

Subject 4 consists of eight questions covering construction, materials, and sanitation, of which competitors will be required to answer five, as specified on the sheet. These questions will be elementary and general in character, designed to test the competitor's fitness for any junior civil engineer position in the classified service.

Subject 5 covers (a) technical education; (b) practical knowledge of mechanical trades; (c) practical experience as a surveyor or civil engineer, or any position relative to such work; (d) age and present occupation.

The Government desires the services of technically trained, capable, and experienced engineers. Roads must be repaired and extended, and bridges constructed, for the transportation of agricultural products to the markets and for the development of mail routes. Several large mechanical plants now in operation will be continued for some time. Provision is made for river and harbor improvements. General topographic surveys, other than the Coast and Geodetic surveys, and sewerage and waterworks systems are projected. There is need for civil, sanitary, mechanical, and electrical engineers, which demand will materially increase with the application of modern methods in production and manufacturing.

**Examinations for mechanical engineers, electricians, superintendents, inspectors, etc.**

SEC. 30. Examinations will be held for these and similar positions, the performance of the duties of which requires considerable skill, special training, and, in many cases, executive capacity. The salaries range from \$300 to \$1,800. The following are the subjects and weights:

SUBJECTS.	Weights.
1. Second or third grade examination (see secs. 12 and 13).....	25
2. Appropriate practical questions.....	40
3. Experience and training .....	35
<b>Total .....</b>	<b>100</b>

The practical questions vary according to the class and character of each of the several positions and are adapted to the duties required to be performed in each. The rating for the third subject is determined on the evidence of experience and fitness shown on Forms Nos. 2 and 35, which must be completed and filed as the application for examination.

**Scientific aid examination, Bureau of Agriculture and Bureau of Forestry.**

SEC. 31. Applicants for this examination should be graduates of an agricultural college or of a college which includes in its curriculum a course in forestry. This examination offers an opportunity for young men immediately after being graduated to pursue practical post-graduate courses in tropical agriculture and in tropical forestry. With the development in agriculture and in forestry in the Government's insular possessions, men well equipped in these lines will be in demand. Appointments will be made at a nominal salary, probably not to exceed \$600 per annum, and after one year opportunity will be given to secure an appointment to a regular position in this service, if so desired.

Following are the subjects and weights of this examination:

SUBJECTS.	Weights.
1. College course, with bachelor's degree.....	50
2. Post-graduate course and special qualifications.....	25
3. Thesis or other literature.....	25
Total .....	100

**Letter carrier examination.**

SEC. 32. Time allowed, five hours. The salary of unmounted carriers is \$420 and of mounted carriers \$600. All the carriers will be required to provide at their own expense a uniform which will be prescribed by the Director of Posts. The mounted carriers will be required to provide their own conveyances. Carriers will be required to keep their uniforms and conveyances in good condition, subject to the inspection and approval of the Director of Posts. The work of the carriers will be to collect and deliver mail in the various sections of the city at stated intervals each day. The following are the subjects and weights:

SUBJECTS.	Weights.
1. Spelling (second grade, see sec. 12).....	10
2. Arithmetic (second grade, see sec. 12).....	10
3. Penmanship .....	15
4. Copying from plain copy (second grade, see sec. 12).....	10
5. Local delivery.....	20
6. Reading addresses .....	20
7. Slight test in English.....	15
Total .....	100

*Local delivery.*—The questions under this head will relate to the location of buildings, streets, plazas, etc., in the city of Manila.

*Reading addresses.*—This test will consist of the reading of twenty-five cards, on each of which are written a name and an address, one-half of them being written in Spanish and the remainder in English. As soon as convenient during the day of the examination, each competitor will be taken aside for this exercise. If the reading is completed in one and one-half minutes, the competitor will receive 100 for



speed, and a proportionate deduction will be made for time consumed in excess of one and one-half minutes, as shown in the regulations for rating the exercise in reading addresses. If the reading is not completed at the expiration of five minutes the competitor will be stopped and a proportionate deduction will be made for each card not read. Speed and accuracy have equal weight in determining the rating on this exercise. Each name and address on a card must be read in full without abbreviation. If an address or part of an address is incorrectly read and read the second time, the second reading will be ignored and the competitor will simply lose time by repeating. Every error, abbreviation, or omission will be noted on the sheet by the examiner. The sheet containing the addresses in printed form for the examiner's guide in rating this exercise must not be handled by the competitor. No sample cards can be furnished applicants.

### Examination for Weather Bureau Service.

SEC. 33. Time allowed, seven hours. The stations throughout the Archipelago are classified according to importance. The positions of the first class are filled by chief observers with a salary of \$600, the second class stations by observers at \$300. Vacancies occurring in the higher positions of observers are filled according to merit by promotions from the lower positions. The following are the subjects and weights:

#### FIRST CLASS OBSERVER EXAMINATION.

SUBJECTS.	Weights.
1. Spelling (second grade, see sec. 12).....	4
2. Arithmetic (second grade, see sec. 12).....	10
3. Letter writing (second grade, see sec. 12).....	10
4. Penmanship.....	3
5. Copying from plain copy (second grade, see sec. 12).....	3
6. Theory of meteorology .....	21
7. Practice of meteorology .....	27
8. Theory of seismology .....	7
9. Practice of seismology .....	6
10. Algebra .....	3
11. Geography of the Philippines.....	6
Total .....	100

#### SECOND CLASS OBSERVER EXAMINATION.

SUBJECTS.	Weights.
1. Spelling (third grade, see sec. 13).....	4
2. Arithmetic (third grade, see sec. 13).....	10
3. Letter writing (third grade, see sec. 13).....	10
4. Penmanship .....	3
5. Copying from plain copy (third grade, see sec. 13).....	3
6. Theory of meteorology .....	24
7. Practice of meteorology .....	30
8. Theory of seismology .....	7
9. Geography of the Philippines .....	9
Total .....	100

No specimen questions of subjects other than the grade subjects are given.

### Examination for medical inspector, physician, etc.

SEC. 34. Time allowed, two days of seven hours each; the first four subjects are given on the first day and the remaining subjects on the second day, except that of experience and training, which is rated on the evidence of experience and education submitted by the applicant with his application paper. Entrance salary, \$2,000. Applicants for this position must be graduates of reputable medical colleges. The following are the subjects and weights:

SUBJECTS.	Weights.
1. Letter writing on a medical subject.....	5
2. Anatomy and physiology .....	10
3. Surgery and surgical pathology.....	15
4. Chemistry, materia medica, and therapeutics.....	10
5. Bacteriology and hygiene .....	15
6. General pathology and theory and practice of medicine.....	25
7. Obstetrics and gynecology .....	5
8. Experience, training, and fitness.....	15
Total .....	100

The following specimen questions indicate the scope and general character of the subjects of this examination:

#### LETTER WRITING.

Write a letter of not less than 200 words addressed to the "Philippine Civil Service Board, Manila, P. I.," on the following subject:

Practical sanitation applicable to habitations of the lower classes in the Philippine Islands.

This exercise in letter writing is designed chiefly to test the competitor's skill in composition. In rating the letter its errors in form and address, spelling, capitalization, punctuation, syntax, style, and its adherence to the subject will be considered.

#### ANATOMY AND PHYSIOLOGY.

1. Locate and give relations of each of five abdominal organs.
2. Name the muscles that are instrumental in the movements of the eyeball, and give the origin, insertion, and innervation of each.
3. Describe the ankle joint.
4. Give the anatomy of inguinal hernia.
5. Name all the branches of the aorta above the diaphragm.
6. What fermentations does the urine undergo after being voided?
7. What is the glycogenic function of the liver?
8. What is the difference between fermentation and putrefaction?
9. Enumerate the phosphates ingested and eliminated and show their importance in the animal economy.
10. Give one function of each of the following organs: semicircular canals, iris, pancreas, cerebellum, spleen.

#### SURGERY AND SURGICAL PATHOLOGY.

1. Describe various forms of conjunctivitis and give the treatment for each form.
2. Describe the usual means and methods of producing anæsthesia, both local and general.
3. State five complications that may follow abdominal section, and give treatment of each.

4. Describe remedial measures for varicose veins of the leg.
5. Differentiate anatomically between the following forms of inguinal hernia: Oblique, direct, complete, and incomplete.
6. Name different forms, and give the etiology and treatment, of peritonitis.
7. Give the etiology and treatment of chronic cystitis in the male.
8. Give a diagnosis between prostatitis and cystitis.
9. Describe two surgical operations for the relief of stricture of the urethra.
10. Describe the changes that occur in inflammation.

#### CHEMISTRY, MATERIA MEDICA, AND THERAPEUTICS.

1. Give two methods of preparing chlorine.
2. What is formaldehyde? State how it is prepared and how used.
3. Give the product and uses of sulphur burned in air. Explain the bleaching property of sulphur.
4. What is glycerin? Give its chemical properties. How is it obtained?
5. Name five of the preparations of iron and give the medicinal uses and dose of each.
6. Give the physiologic actions and the therapeutic uses of the simple bitters. How do they differ from the aromatic bitters?
7. Give the physiologic action, medicinal uses and preparations, with doses, of belladonna.
8. Describe serum therapy. Illustrate its use.
9. What is meant by cholagogue, demulcent, mydriatic, oxytocic, and anthelmintic? Name a drug as an illustration of each class and give the dose of each one mentioned.
10. What is the usual composition of baking powders? How are they adulterated? What is their mode of action?

#### BACTERIOLOGY AND HYGIENE.

1. Describe the microorganism either of bubonic plague or of malaria.
2. Describe the pathogenic organism which produces typhoid fever.
3. Give a classification of bacteria and name an organism illustrating each class.
4. Of the pathogenic microorganisms name two of the most important animal parasites and the disease produced by each.
5. Name four diseases transmissible from domesticated animals to man and give the pathogenesis of any one of them.
6. What is the best method of disinfecting (a) water closets, (b) a house, (c) the clothing of persons who have infectious diseases?
7. Describe a method by which the occurrence of lead in water is demonstrated.
8. What steps should be taken to render polluted water harmless?
9. How should one treat a corpse dead from an acute infectious or contagious disease? How should one disinfect a house in which had occurred bubonic plague?
10. In the absence of a system of sewerage and of a modern system of water supply what are the best methods for the disposal of excreta and for securing a supply of pure water?

#### THEORY AND PRACTICE OF MEDICINE AND GENERAL PATHOLOGY.

1. Describe amoebic dysentery and outline appropriate treatment.
2. Give the pathology, differential diagnosis and treatment of bubonic plague.
3. Give the physical signs of acute pleurisy (a) before effusion, and (b) after effusion.
4. Describe beriberi, giving symptoms, pathology, diagnosis, prognosis, and treatment.

5. Give the diagnosis and indications for treatment of a case of membranous croup.

6. Give a differential diagnosis between gout, chronic articular rheumatism, and rheumatoid arthritis.

7. Give the etiology, diagnosis, and sequelae of Asiatic cholera.

8. Define hematemesis, hemoptysis, melena, hemophilia, and epistaxis.

9. Give the symptoms preceding the eruption (*a*) of scarlatina, (*b*) of rubeola, and name the sequelae of each.

10. Give the characteristics of each of the following: lithemia, chlorosis, leucocythemia, and Addison's disease.

#### OBSTETRICS AND GYNECOLOGY.

1. How are phthisis and organic heart lesions modified by pregnancy?

2. A woman having missed two successive periodic functions (menstruation) suspects pregnancy as the cause; state the method or methods by which one would arrive at a positive diagnosis.

3. What is the principal danger to the child during labor in a breech presentation, and what should be done to reduce the danger to a minimum?

4. If the presenting part in a labor case is the shoulder, what should be done to render delivery possible, and how should it be done?

5. What are the indications for the use of forceps in a labor case? What two general classes of forceps are used?

6. What are the symptoms of uterine fibromata?

7. How should hypertrophy of the cervix uteri be treated?

8. What means are employed for the correction of displacements of the uterus?

9. Enumerate the sequelae which frequently follow abortion.

10. Describe in detail the operation for the removal of an ovarian tumor.

#### Municipal physician and hospital (or house) physician.

SEC. 35. Time allowed, two days of five hours each, the first four subjects being given on the first day. The salary of municipal physician is \$750, and the salary of hospital physician is \$900. The subjects and weights of the examination for these positions are the same as those for medical inspector, but the examination is less rigid and the questions and tests are fewer in number and simpler in character than those of the examination for medical inspector.

#### Examination for veterinarian.

SEC. 36. Time allowed, seven hours. Entrance salary, \$1,400 or \$1,600. The following are the subjects and weights:

SUBJECTS.	Weights.
1. Letter writing.....	10
2. Veterinary anatomy and physiology.....	20
3. Veterinary pathology.....	20
4. Veterinary practice.....	40
5. Experience and training.....	10
<b>Total .....</b>	<b>100</b>

No specimen questions can be given at this time.

Wherever the duties of the position are principally those of inspector, the examination will be the same as that given for veterinarian except that questions on meat and animal inspection will be included under the subject of veterinary practice.

The subject of experience and training is rated on the evidence submitted by the applicant with his application paper.

## Pharmacist examination.

SEC. 37. Time allowed, two days of six hours each. Entrance salary, \$600. The examination comprises the following subjects and weights:

SUBJECTS.	Weights.
1. Second grade examination (see sec. 12) .....	25
2. Pharmacy and chemistry .....	30
3. Materia medica .....	20
4. Experience and training .....	25
Total .....	100

The following are specimen questions and tests in this examination:

## PHARMACY AND CHEMISTRY.

1. Give the formula and method of making paregoric. How much opium is in 100 parts of this tincture?

2. What are pills? Of what two parts does a pill mass usually consist? What are the essential requirements of a pill mass and what are the ordinary excipients used? Describe the process for making pills of phosphorus.

3. In the metric system, what is the unit of volume; of weight? How is each obtained? Express the weight of 1 litre of official alcohol according to the metric system.

4. What is the ordinary best base for suppositories? How are gelatine suppositories made; rolled suppositories; molded suppositories?

5. What is the per cent of alcohol usually present in malt liquors, light wines, port or sherry, whisky, and brandy?

6. What are ointments? In what different ways are they made? What care should be exercised in the making and dispensing of ointments?

7. Describe the chemical change that takes place in the preparation of syrup of iodide of iron. Why should this syrup be exposed to the action of light?

8. Give the names and formulæ of the different oxides of nitrogen. Which of these is "laughing gas"? Which takes an important part in the manufacture of  $H_2SO_4$ ? Describe its action in this process.

9. What is an alkali? Give an example.

10. What is meant by each of the following symbols: Na, Ca, P, N, Hg, C, As, Sb, S, K?

## MATERIA MEDICA.

1. From what is lard obtained? How is it prepared? What processes are used for its purification? Describe its odor, taste, solubility, etc. Of what does it consist? What are its uses in medicine?

2. What is the official title of cod-liver oil? How is it obtained? What are its constituents and medicinal properties?

3. What is meant by each of the following signs or abbreviations: Gm., c. c., O., Sig., ʒss., Ft., coch., Oi., aq. bull., and gtt.?

4. What is Dover's powder? What are its medicinal uses and dose?

5. Give the names of five vegetable cathartics; of five diuretics. Give the dose of each one named.

6. Name five drugs used as emetics. Give the dose of each necessary to produce emesis.

7. Name the appropriate antidotes in poisoning by each of the following: opium, aconite, phosphorus, arsenic.

8. Name five alkaloids that are official, giving origin, uses, and dose of each.

9. Name five of the official preparations of bismuth and give the therapeutic uses and doses of each.

10. What is amyl nitrite? What are its general physical characteristics and in what conditions is it a valuable therapeutic agent?

#### Dispensing clerk examination.

SEC. 38. The position of dispensing clerk will be filled by certification from the pharmacist register of eligibles. Entrance salary, \$900, with quarters.

#### Assistant pharmacist examination.

SEC. 39. Time allowed, two days of five hours each. Entrance salary, \$300 or \$360.

The following are the subjects and weights:

SUBJECTS.	Weights.
1. Third grade examination (see sec. 13) .....	25
2. Pharmacy and chemistry .....	30
3. Materia medica .....	20
4. Experience and training .....	25
Total .....	100

The questions in pharmacy, chemistry, and materia medica will be simpler in character than those in the pharmacist examination.

#### Ranger examination.

SEC. 40. Time allowed, five hours. Usual entrance salary, \$300.

The following are the subjects and weights:

SUBJECTS.	Weights.
1. Spelling (second grade, see sec. 12) .....	10
2. Arithmetic .....	30
3. Letter writing (second grade, see sec. 12) .....	15
4. Penmanship .....	15
5. Copying from plain copy (second grade, see sec. 12) .....	10
6. Experience and training .....	20
Total .....	100

The examination in arithmetic will include tests in the metric system of measurements and in computing the cubical contents of timber, round and square.

The position of assistant forester, at a salary of \$600, may be filled by promotion from the position of ranger.

#### Examinations for the public printing service.

SEC. 41. Examinations for positions in the public printing service consist in part of an educational test. Credit is also given for experience and training. Each applicant is required to complete and file with the Board Form No. 35 on which the element of experience and training is rated. This form should be carefully and fully filled out by all applicants. The pay of the different employees, not including apprentices, in this service is from about \$1 to about \$5 per diem, varying according to the character of the work and the skill and capacity of the workman.

## Compositor examination.

SEC. 42. Time allowed, seven hours. The same examination is given for both the book and newspaper branch and the job-printing branch of this grade, with the exception that applicants for the job-printing branch are examined on the subject, "arrangement of work for job printing," and in determining the marks for this subject, if the mark on the subject of "arrangement of work for job printing," added to the mark on the subject "rough draft" and the sum divided by 2, is greater than the mark on "rough draft" alone, the average mark will be the credit given; otherwise the mark on the subject "rough draft" alone will be the credit to be given, but the exercises in the arrangement of work for job printers will accompany the examination papers as an exhibit to show the applicant's proficiency in that subject.

The following are the subjects and weights:

SUBJECTS.	Weights.
1. Spelling (first grade, see sec. 11).....	5
2. Arithmetic (second grade, see sec. 12).....	5
3. Letter writing (second grade, see sec. 12).....	5
4. Penmanship .....	5
5. Copying from plain copy (second grade, see sec. 12).....	5
6. Abbreviations .....	5
7. Correcting proof .....	15
8. Tabulating .....	10
9. { Copying from rough draft (first grade, see sec. 11)..... } { Practical questions in job printing (optional for job printers only) }	20
10. Experience and training (rated on Form No. 35).....	25
Total .....	100

The following questions and tests indicate the general character of the sixth, seventh, eighth, and ninth subjects:

## ABBREVIATIONS.

(a) Write in full the word or words represented by the following signs and abbreviations: Ala.; cwt.; bro.; hhd.; mme.; pp.; rt. hon.; viz.; maj.

(b) Write the proper abbreviation or sign for each of the following: January; colonel; balance; agent; railway; longitude; debtor; document; cavalry; article.

## CORRECTING PROOF.

For this exercise the competitor is given a photolithographic sheet of proof on which corrections have been noted by the proofreader, and he is required to explain in writing the corrections indicated by the proofreader on the printed proof sheet. The exercise is designed chiefly to test the competitor's ability to follow the instructions of the proofreader and to interpret his marks. The corrections to be made are indicated in the same manner as in ordinary proof in a printing office. For convenience each word or group of words to be corrected is numbered on the sheet, and the competitor, in making the correction, writes the number of the word to be corrected, stating opposite it what correction is required—that is, what letter or letters are to be inserted, omitted, etc., or what other changes are indicated by the marks of the proofreader.

## TABULATING.

Arrange and copy the matter in the paragraph below in a 5-column table, with appropriate general head and box heads. The table should be 30 ems nonpareil wide, the rules 4 to nonpareil, with en periods and commas. Each figure column

must bear off from the rules an en quad on the right and an em on the left. Give the cast of each column in the table. [In marking this exercise form and cast will be weighted equally.]

Below is given the population of certain States of the United States, as shown by the census reports of 1860, 1870, 1880, and 1890: The population of Alabama was 964,201 in 1860, 996,992 in 1870, 1,262,595 in 1880, and 1,513,017 in 1890; the population of Arkansas for the same four years, respectively, was 435,450, 484,471, 802,525, 1,128,179; California, 379,994, 560,247, 864,694, 1,208,130; Colorado, 34,277, 39,864, 194,327, 419,198; Connecticut, 460,147, 537,454, 622,700, 746,258; Delaware, 112,216, 125,015, 146,608, 168,493.

#### ARRANGEMENT OF TITLE PAGE—FOR JOB PRINTERS ONLY.

*To the competitor.*—Copy on the lines at the top of the accompanying sheet the paragraph below, properly capitalizing and punctuating it for a title-page. The size of the *paper* upon which the title-page is to be printed is 5 inches wide and 7½ inches long. Rule off a space the exact size of the paper, as indicated above. Then mark off the matter into lines, indicating the word or words to go in each by drawing a perpendicular line between the words, thus |, and instead of giving *size* and *style* of type to be used, draw a box, thus , indicating *size* of type and *length* of line by *width* and *length* of box. Place in each box in figures the *numbers* of the words to be inserted therein, but do not write the words themselves. No transposition of the matter will be allowed. See illustration below.

#### EXERCISE.

united states civil service commission. rules for marking examination papers together with notes on the rules and regulations for the central board of examiners. approved by the commission october 17 1895 washington government printing office 1895

(This illustration is to act as a guide for competitors in carrying out above instructions.)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
the	vision	or	hell	purgatory	and	paradise	of	dante	alighieri	translated	by	the	rev	h	f	cary	a
19	20	21	22	23	24	25	26	27									
m	new	york	thomas	y	crowell	and	co	1897									

1	2	3	4	5	6	7	8	9	10	11	12	13
The	Vision;	or	Hell,	Purgatory,	and	Paradise,	of	Dante	Alighieri.	Translated	by	the
14	15	16	17	18	19	20	21	22	23	24	25	26
Rev. H. F. Cary, A. M.	New York:	Thomas Y. Crowell & Co.	1897.									

#### Junior compositor examination.

Sec. 43. Time allowed, six hours. With the omission of the eighth subject, the subjects are the same as those for the compositor examination, but less rigid in character. The first five subjects are third grade, except spelling which is second grade. The questions composing the sixth and seventh subjects are somewhat simpler than those of the corresponding subjects of the compositor examination.

#### Electrotype-finisher examination.

Sec. 44. Time allowed, five hours. The following are the subjects and weights:

SUBJECTS.	Weights.
1. Spelling (third grade, see sec. 13).....	10
2. Arithmetic (third grade, see sec. 13).....	10
3. Letter writing (third grade, see sec. 13).....	10
4. Penmanship .....	10
5. Copying from plain copy (third grade, see sec. 13).....	10
6. Correcting proof (compositor examination).....	25
7. Experience and training (rated on Form No. 35).....	25

Total .....	100
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**Bookbinder, electrotype-molder, press-feeder, pressman, stereotyper, and photo-engraver examination.**

SEC. 45. Time allowed, four hours. The following are the subjects and weights:

SUBJECTS.	Weights.
1. Spelling (third grade, see sec. 13).....	15
2. Arithmetic (third grade, see sec. 13).....	15
3. Letter writing (third grade, see sec. 13).....	15
4. Penmanship .....	15
5. Copying from plain copy (third grade, see sec. 13).....	15
6. Experience and training (rated on Form No. 35).....	25
Total .....	100

#### **Apprentice examination.**

SEC. 46. The entrance salary is \$0.20 (United States currency) per diem. If the conduct and capacity of the apprentice are satisfactory, he will be advanced at stated periods. His salary during the last three months of his apprenticeship will amount to \$1.10 (United States currency) per diem. At the expiration of the period of his apprenticeship of three years he will be given a permanent position in the Bureau of Public Printing. Filipinos are therefore given an opportunity to learn any branch of the art of printing, with a sufficient income during the period of apprenticeship to meet all living expenses. All applicants should state in their application the branch of trade they desire to follow; such as compositor, bookbinder, pressman, etc. Medical and physical examination provided in Form No. 2 must be furnished.

Applicants will be given the third grade examination, in either English or Spanish (see section 13). Those who take the Spanish examination will be given in addition an easy test in English.

#### **Proofreader.**

SEC. 47. The position of proofreader in the Bureau of Public Printing may be filled by the promotion of compositors.

#### **Examinations for the customs service.**

SEC. 48. Appointments in the customs service are made from appropriate registers according to the character of the position to be filled. Entrance to the service is through the lowest class of each grade. Vacancies not filled by original appointment, as herein provided, are filled by promotion, transfer, or reinstatement, unless in the discretion of the Board the needs of the service require such vacancies to be filled by open competitive examination. Inspectors are appointed from the second grade register, at \$900, and escribientes and guards from the third grade register, at \$180 and \$240 per annum, respectively.

#### **Examinations for the police service of Manila.**

SEC. 49. In accordance with the provisions of section 9, Act No. 286, the examination for first-class patrolmen is given in the English language only, and for third class patrolmen in the Spanish language only. Entrance salaries, \$900 and \$240 per annum, respectively, with quarters. Vacancies occurring in the higher classes and grades, if not filled by transfer, reinstatement, or reduction, are filled by promotion, in accordance with the provisions of Rule IX of the Civil Service Rules and section 9 of Act No. 286. All competitors must be physically sound and well proportioned. All English-speaking competitors must be at least 5 feet 8 inches in height and 145 pounds in weight, and all Spanish-speaking

competitors at least 5 feet 4 inches in height and 100 pounds in weight. Physical examination is made by the Board's medical examiners, without expense to applicants. Certificates from other physicians will not be accepted.

SEC. 50.—*First-class patrolman examination.*

SUBJECTS.	Weights.
1. Third grade examination (see sec. 13).....	40
2. Physical condition .....	35
3. Experience and training .....	25
Total .....	100

In the third subject, applicants are given credit for experience and training in the United States military or naval service.

*Third-class patrolman examination.*

SUBJECTS.	Weights.
1. Educational test .....	50
2. Physical condition .....	50
Total .....	100

A simple educational test, less difficult than the third grade examination (see sec. 13), is given to applicants for this position.

**Examinations for the fire service of Manila.**

SEC. 51. Owing to the needs of the service, examinations for drivers and engineers are given in the English language only. Entrance salaries \$900 and \$1,200 per annum, respectively, with quarters. Examinations for firemen and for assistant engineers are given in the Spanish language only. Entrance salaries \$240 and \$600 per annum, respectively, with quarters. Application Form No. 35. The physical requirements are the same as those for guards at prisons and penitentiaries. The examination for driver contains the same subjects and weights as that for first class patrolman. The examination for fireman contains the same subjects and weights as that for third class patrolman. For subjects and weights of the examination for engineer and assistant engineer, see section 30 of this Manual. Vacancies occurring in the higher classes and grades, if not filled by transfer, reinstatement, or reduction, are filled by promotion. Physical examination is made by the Board's medical examiners, without expense to applicants. Certificates from other physicians will not be accepted.

**Examinations for guard at prisons and penitentiaries.**

SEC. 52. There are two classes of guards. In one, a knowledge of the English language is required, and in the other a knowledge of the English language is not a prerequisite. The salary of guards of the first class is \$900 per annum, with quarters; the salary of those of the second class is \$240 per annum, with quarters. Applicants for the position of guard of the first class are given the same examination as patrolmen of the first class. Applicants for the position of guard of the second class are given the same examination as patrolmen of the third class: *Provided*, That in the matter of physical requirements, English-speaking competitors must be at least 5 feet 6 inches in height and 130 pounds in weight, and Spanish-speaking competitors must be at least 5 feet 2 inches in height and 100 pounds in weight. Physical examination is made by the Board's medical examiners, without expense to applicants. Certificates from other physicians will not be accepted.

### The provincial service.

SEC. 53. The Provincial Government Act and its amendments provide that all officers and employees in the provincial governments, except provincial governors and provincial fiscals and all employees whose rate of compensation is \$120 or less per annum, shall be selected in accordance with the provisions of the Civil Service Act. Appointments to vacancies in the positions of provincial supervisor, provincial treasurer, and provincial secretary are usually filled by transfer, by reinstatement, or by promotion. The examination requirements are as follows: Appointment to the position of provincial supervisor is made as a result of an examination in civil engineering (see sec. 29). Appointment to the position of provincial treasurer may be made as a result of the assistant examination, the book-keeping examination, or an examination the subjects and weights of which are as follows:

SUBJECTS.	Weights.
1. Arithmetic, including elementary bookkeeping.....	25
2. Copying from rough draft .....	10
3. Letter writing .....	15
4. Penmanship .....	5
5. Provincial and municipal administration .....	15
6. Finance, and definitions of some of the ordinary legal terms and phrases	10
7. Experience and fitness .....	20
Total .....	100

Credit is given for experience and training in all examinations for appointment to the position of provincial supervisor and to the position of provincial treasurer. Appointment to the position of provincial secretary may be made as a result of the first grade examination or any of its equivalents, such as the translator or the interpreter examination. The provincial secretary should have some knowledge of the English language and must be able to speak and write the Spanish language, and after January 1, 1906, the English language also. In view of the fact that the salaries of provincial supervisors, treasurers, and secretaries vary in the several provinces, the Board is unable to state the probable salary at which appointments may be made.

The provincial board may by resolution approved by the Insular Treasurer, authorize the provincial officers to appoint such deputies, assistants, clerks, and other employees, as the public interests may require. Vacancies in all subordinate positions in this service may be filled only through compliance with the examination requirements as provided in the Civil Service law and rules.

The members of the provincial board and a teacher residing in the capital of the province are designated by the Philippine Civil Service Board to serve as members of an examining committee. Examinations are announced and held from time to time throughout the Archipelago, except in the following provinces, namely: Cavite, Laguna, Rizal, Bulacan, Pampanga, and Bataan. Applicants residing in these provinces are examined in Manila.

Applicants for examination should apply by letter or in person to the examining committee of the province in which they reside for a copy of the Manual of Information and a blank form of application. The blank form must be accurately filled out by each applicant and forwarded as soon as possible to the examining committee of the province in which he resides, whose duty it is to notify him when to appear for examination: *Provided*, That applicants living in the provinces named above shall address the Civil Service Board, Manila, for application blanks and Manuals of Information, and forward their applications, when completed, to the Civil Service Board, Manila. The names of those who pass the ex-

aminations are entered upon a list of eligibles for the province in which they reside, and appointments to the provincial service are limited, wherever possible, to residents of the province in which the vacancies occur.

### Special examinations.

SEC. 54. All positions to which no reference is made in the Manual concerning the character of the examination required to fill vacancies therein, if not filled by promotion, reduction, reinstatement, or transfer, will be filled either by selections from appropriate registers of the Board or as a result of special examinations. When such special examinations are held they will be duly announced in the public press and on the bulletin boards in the lobby of the Manila Post Office and in the lobby of the Intendencia building and in provincial buildings.

### Method of rating examination papers.

SEC. 55. The following method is observed by the Board in rating examination papers:

After an examination is held the papers are arranged by sheets or subjects. When they are ready to be rated they are distributed by sheets to the examiners, Examiner A being given all of sheets 1, Examiner B all of sheets 2, Examiner C all of sheets 3, and so on. After the papers are rated in the first instance they are redistributed, and the first rating is reviewed by other examiners. When all of the papers of an examination have been rated and reviewed, those of each competitor are then for the first time assembled or brought together, his general average is ascertained, his declaration envelope is opened, and the declaration sheet to which he has signed his name is attached to his examination papers. *The identity of the competitor, therefore, is not disclosed until his papers have been rated and reviewed and his general average determined.* As the charges for specific errors are fixed by the rules for rating, and as each subject is rated by one examiner and reviewed by another, it will be seen that absolute impartiality, accuracy, and uniformity are secured in the work.

Appeals from the ratings are sometimes made by competitors, but the prospect of securing a higher average by such action is very remote. Errors on the part of examiners in making charges are seldom found, as the work of each examiner is verified and checked in every particular by another.

The papers of all the competitors in an examination must be rated at the same time, and no competitor's papers will be made special or be rated in advance of others.

### Regulations for rating examination papers.

SEC. 56. As soon as practicable after an examination the papers of the competitors shall be rated and the rating of each competitor ascertained.

All examination papers shall be rated under the following regulations:

Rate every correct answer.....	100	} The difference between the sum of the charges for errors against each answer and 100 will be the rating for the answer.
Rate every faulty answer according to its value on a scale of 100, as herein specifically directed, and deduct from 100 the sum of the charges for errors against each answer.....		

#### SPELLING.

From 100 deduct

1. For each error in spelling when the exercise consists of 20 words.....	5
2. For each error in capitalization .....	1
3. For each failure to use the hyphen when required in a compound word .....	2
4. For each wrong use of the hyphen.....	2
5. For dividing a word properly written solid into two or more parts, each part being a distinct word, or for writing a simple word as a compound word.....	2

## WRITING FROM PLAIN COPY.

From 100 deduct

1. For each error in orthography .....	5
2. For each word or figure omitted, repeated, or improperly inserted: <i>Provided</i> , That a deduction of 10 shall be made for two or more consecutive words, if the words do not constitute more than one printed line of the copy; that a deduction of 15 shall be made for more than one line, but not to exceed one and one-half printed lines; that a deduction of 20 shall be made for two printed lines or more than one and one-half lines; and that a proportionate deduction shall be made for a greater number of printed lines: <i>Provided further</i> , That if the copying exercise shall consist of less than 5 printed lines the charge for the omission of one or more printed lines shall be double.....	5
3. For each word inserted or added.....	5
4. For each word or figure substituted.....	5
5. For each transposition .....	5
6. For each abbreviation not in the copy.....	5
7. For each failure to capitalize according to copy.....	5
8. For each failure to punctuate according to copy.....	5
9. For each failure to paragraph according to copy.....	5
10. For irregularity in left-hand margin.....	5
11. For misdivision of a word at the end of a line.....	1
12. For each omission or improper use of the hyphen in dividing a word at the end of a line.....	1
13. For failure to indent as in copy (only one charge to be made in the exercise) .....	5
14. For each variation from the printed copy in the use of parentheses, brackets, or the hyphen.....	5
15. For each word altered, interlined, or cancelled, for each blot, and for each minor erasure, if not neat: <i>Provided</i> , That not more than 5 shall be charged for one interlineation or cancellation or for blots..	1
16. For failure to indicate, or for improperly indicating, italics, small caps, etc .....	5
17. For using stenographic period (thus, x), only one charge to be made in the exercise .....	5
18. For signing name .....	5
19. For misplacement, want of neatness, etc.....	3 to 5

## COPYING FROM ROUGH DRAFT.

1. For each error in orthography: <i>Provided</i> , That no charge shall be made for the repeated misspelling of the same word or stem in the same manner .....	3
2. For each error in syntax: <i>Provided</i> , That no additional charge shall be made for changes necessarily resulting from a given method of correction or attempted correction.....	3
3. For each change in tense, number, etc., which does not result in an error of syntax or essential change in the meaning.....	1
4. For each word omitted, inserted, or substituted, involving a test or essential change of meaning (not more than 10 to be charged for the first ten words of each omission, and one for each word thereafter, and not more than 10 for the omission of each indicated insertion) .....	3

	From 100 deduct
5. For each word omitted, inserted, or substituted, involving no test or essential change of meaning, and for each word repeated.....	1
6. For each error in capitalization, punctuation, indentation, paragraphing, or in the division of words.....	1
7. For each error in transposition of inclosures.....	5
8. For each error in transposition of words or groups of words: <i>Provided</i> , That for a transposition of two words which improves the sentence and involves no test no charge shall be made.....	3
9. For each abbreviation .....	1 to 2
10. For each failure to use the hyphen when required, or for each wrong use of the hyphen.....	1
11. For irregularity in left-hand margin.....	1 to 3
12. For each word interlined or cancelled (charge not to exceed 5 for any one interlineation or cancellation), for each blot and each alteration if not neat.....	1
13. For stenographic periods (as x), only one charge to be made.....	1
14. For signing name .....	5

#### PENMANSHIP.

Rate penmanship according to its value on a scale of 100.

In determining the rating for penmanship, legibility, rapidity, neatness, and general appearance, as well as correctness and uniformity in the formation of words, letters, and punctuation marks, will be considered, and the examiners shall be guided in a general way by the following scheme: Superlative, 95 to 100; very superior, 90 to 95; excellent, 85 to 90; very good, 80 to 85; good, 75 to 80; fairly good, 70 to 75; fair or ordinary, 65 to 70; poor, 50 to 65; very poor, 25 to 50; practically worthless, 0 to 25.

#### LETTER WRITING.

In rating the letter, its errors in form and address, in spelling, capitalization, punctuation, syntax and style, and its adherence to and treatment of the subject given will be considered and its value in the judgment of the examiners rated on a scale of 100.

In determining the rating for letter writing the examiners shall be guided in a general way by the following scheme: Superlative, 95 to 100; very superior, 90 to 95; excellent, 85 to 90; very good, 80 to 85; good, 75 to 80; fairly good, 70 to 75; fair or ordinary, 65 to 70; poor, 50 to 65; very poor, 25 to 50; practically worthless, 0 to 25.

#### ARITHMETIC.

From 100 deduct

1. For wrong process, producing incorrect result in problems involving but one step or operation.....	100
2. For the first wrong process in problems involving more than one step or operation, from 100 deduct 25 to 75, according to gravity of error; for each subsequent wrong process, according to gravity of error .....	10 to 75
3. For error of one or more places in pointing off decimals.....	25
4. For each evasion of a decimal or common fraction test in copying from printed question or from work.....	25
5. For each error in computation: <i>Provided</i> , That in solutions where the possible maximum number of chargeable errors in computation is less than 10 a proportionate charge shall be made for each error....	10
6. For error in copying figures from printed question or from work, wrong result being obtained.....	10

	From 100 deduct
7. For error in copying figures from printed question or from work, right result being obtained.....	5
8. For indicating wrong process, but performing correct process.....	5
9. For incorrect or inconsistent punctuation.....	5 to 10
10. For each improper use of the symbol or designation % or c. in connection with a decimal expression.....	5 to 10
11. For each improper or incorrect designation of a partial or final result	5
12. For failure to indicate the answer in problems by the letters "Ans.," or otherwise, when the answer is obscured by improper arrangement	5
13. For each failure to use the sign \$ or £, or any other monetary or commercial sign or any sign by which the relations of quantities are expressed, when the use of such is required in the statement or solution of the problem.....	5
14. For errors in denominate numbers in quantity of one denomination contained in a unit of a higher denomination, or for failure to express the answer in the several denominations, beginning with the highest, according to the gravity of the error.....	10 to 25
15. For fractions in answer not reduced to lowest terms.....	5 to 10
16. For an approximate result not sufficiently exact, or not followed by the proper plus sign or minus sign.....	5 to 10
17. If, when work or operation in full is required, the correct answer is given, but no work is shown, according to quantity of work required in solution .....	25 to 75
18. If, when work or operation in full is required, more than the mere answer is given, and the process is neither clearly indicated nor written in full, according to gravity of error.....	5 to 35
19. For use of superfluous ciphers.....	5
20. For superfluous or irrelevant work not cancelled.....	10
21. For giving proof instead of solution, according to gravity of error....	10 to 75
22. For complex statement, process, or method, right result being produced .....	10

#### GEOGRAPHY.

In rating this subject each answer shall be rated in the judgment of the examiners according to its value on a scale of 100.

When the question requires in the answer a specified number of States, countries, persons, places, locations, or things, the quotient arising from the division of 100 by the number of States, countries, etc., required shall be the credit to be given for each State, country, etc., correctly named. If a greater number is given in the answer than is required, the additional number of States, countries, etc., shall be added to the number required by the question and the quotient arising from the division of 100 by the number thus obtained shall be the credit to be given for each State, country, etc., correctly named.

#### STENOGRAPHY EXAMINATION.

The practical part of this examination consists of two exercises in dictation to be written by the competitor in stenographic characters, which he must then transcribe. One of the exercises is a selection from a speech and the other is a letter, each containing 260 words. The transcript will be compared with the printed text from which the dictation was given, and charges will be made for errors under the following regulations:

	From 100 deduct
1. For each word omitted, added, or substituted.....	3
2. For each word misspelled.....	3

From 100 deduct

3. For the use of the plural instead of the singular, or the singular instead of the plural, when the grammatical correctness is not affected, 1 to 2; when the grammatical correctness is affected.....	3
4. For each gross error in capitalization or punctuation.....	1
5. For each transposition.....	2
6. For each error in division of words.....	1
7. For each word repeated.....	1
8. For each failure to use the hyphen when required.....	1
9. For each abbreviation.....	1
10. For failure to transcribe a line or a portion of a line of the stenographic notes, according to the number of words.....	6 to 40
11. For interlineations, erasures, and lack of neatness.....	1 to 5

Charges for errors in numerals will be determined by the number of words required to write the numerals.

*When the rating for accuracy is only 10 no credit will be given for speed.*

An important element in this examination is speed in writing the stenographic notes, which will be rated upon the following scale: 70 per cent when the dictation is at the rate of 80 words per minute, 80 per cent for 100 words, 90 per cent for 120 words, and 100 per cent for 140 or more words per minute. (See sec. 18.)

#### TECHNICAL SUBJECTS OF TYPEWRITING EXAMINATION.

Speed and accuracy will be considered in rating all the technical subjects of this examination, each being rated on a scale of 100. In determining the average on each subject, speed will be given a weight of two and accuracy a weight of three.

When the accuracy rating in an exercise is less than ten per cent no credit will be given for speed.

##### 1. *Tabulating exercise.*

The tabulating exercise will be rated under the following regulations:

	From 100 deduct
1. For omitting the general heading.....	10
2. For improper general heading.....	5 to 10
3. For each column heading omitted (total charges not to exceed 10)....	5
4. For each inaccuracy in column headings (total charges not to exceed 10) .....	1 to 3
5. For irregular margin to columns.....	3 to 10
6. For each column omitted or substituted.....	25
7. For each additional column inserted.....	10
8. For each abbreviation contrary to instructions (total charges not to exceed 35).....	5
9. For each unnecessary run-over to following line.....	5
10. For each word or item omitted, added, or changed (for the omission of a whole line, 10), and for each transposition of items.....	5
11. For each error in the name of an individual, State, or place, and for each error in other entries (only one charge to be made for the full name of an individual or for a single column entry or for the repeated misspelling of the same word).....	5
12. For each error in spelling in headings, and for other minor errors not specified .....	2 to 5
13. For want of neatness by reason of blots, erasures, etc.....	5 to 15
14. For each comma used in place of a decimal point, or vice versa (total charges not to exceed 10).....	2
15. For each error in punctuation (total charges not to exceed 5).....	1



	From 100 deduct
16. For omission of punctuation, thus evading test in spacing.....	5 to 20
17. For omission of \$ or other signs required by copy.....	10
18. For improper repetition of \$ or other signs required by copy.....	5
19. For each error not specified above.....	5 to 10
20. For drawing lines with hyphen, period, or other character, between lines in table .....	10
21. For preliminary test on machine.....	5 to 15

Time consumed will be rated according to the following scale: If the competitor consumes only twenty minutes in tabulating, he will be credited with 100. When the time consumed is more than twenty minutes and not more than thirty minutes, one-half of 1 will be deducted from 100 for every minute consumed more than twenty minutes. When the time consumed is more than thirty minutes, 1 will be deducted from 95 for every minute consumed more than thirty minutes.

## 2. Copying from rough draft.

For rating accuracy, see general regulations for rating rough draft.

Time consumed will be rated according to the following scale: If the competitor consumes only ten minutes in copying the rough draft he will be credited with 100. When the time consumed is more than ten minutes and not more than twenty-five minutes, 2 will be deducted from 100 for every minute consumed more than ten minutes. When the time consumed is more than twenty-five minutes, 3 will be deducted from 70 for every minute consumed more than twenty-five minutes.

## 3. Copying and spacing.

In the copying and spacing exercise particular consideration will be given to the *position of the lines and the spacing between lines*, the competitor being required to make as nearly as possible a *facsimile* of the copy.

The copying and spacing exercise will be rated under the following regulations:

	From 100 deduct
1. For each original error in spacing, according to gravity.....	5 to 15
2. For each minor error in spacing between words and in commencing lines .....	2 to 3
3. For lack of neatness.....	5 to 10
4. For each line omitted.....	10
5. For each error in orthography.....	5
6. For each word or figure omitted, inserted, added, or substituted.....	5
7. For each transposition.....	5
8. For each failure to punctuate according to copy.....	5
9. For each failure to paragraph according to copy.....	5
10. For omission of the hyphen in dividing a word at the end of a line.....	3
11. For each variation from the printed copy not covered by the above regulations .....	3 to 5
12. For preliminary tests on machine.....	5 to 15

Time consumed will be rated under the regulation for rating the tabulating exercise.

## 4. Dictation exercise.

The dictation exercise will be rated under the following regulations:

	From 100 deduct
1. For each error in orthography.....	3
2. For each word omitted, added, or substituted.....	3
3. For the plural number instead of the singular, or the singular instead of the plural, when the grammatical correctness is not affected....	1 to 2
4. For each error in punctuation.....	3
5. For each transposition .....	2

	From 100 deduct
6. For each abbreviation .....	2
7. For each error in capitalization.....	2
8. For each failure to use the hyphen when required.....	1
9. For each wrong use of the hyphen.....	1
10. For each error in division of words.....	1
11. For each irregularity in left-hand margin.....	3 to 5
12. For want of neatness .....	5 to 20
13. For each correction in letters, words, figures, or punctuation, with pen and ink, or pencil.....	1 to 2
14. For each error in paragraphing.....	3
15. For failure to space between words.....	2
16. For striking one letter over another.....	1
17. For each word repeated.....	2
18. For each error in spacing between lines (total charges not to exceed 10) .....	3

Time consumed will be rated according to the following scale: For a speed of 65 words per minute a credit of 100 will be given, and for every word in speed less than 65 per minute 1 will be deducted from 100 down to and including 45 words per minute. For a speed of 45 words per minute a credit of 80 will be given, and for every word in speed less than 45, down to and including 35, a deduction of  $1\frac{1}{2}$  from 80 will be made. For a speed of 35 words per minute a credit of 65 will be given, and for every word in speed less than 35 a deduction of 2 from 65 will be made.

#### TRANSLATOR EXAMINATION.

	From 100 deduct
1. For each word necessary to complete the meaning which has been ignored or omitted .....	1 to 3
2. For each word substituted or inserted unnecessarily.....	1 to 3
3. For each word inexactly translated.....	1 to 2
4. For each word incorrectly translated.....	2 to 3
5. For each grammatical error.....	2 to 5
6. For each error in orthography, omission or incorrect use of accents....	1
7. For each free translation of a phrase, clause, or sentence, which may be correctly rendered by literal translation, provided the exact meaning is conveyed by the translation given (see note 2).....	1 to 3
8. For each phrase, clause, or short sentence, not exceeding ten words, omitted or incorrectly translated (see note 1).....	3 to 10

#### NOTES ON REGULATIONS FOR RATING TRANSLATOR EXAMINATION.

1. When a phrase, clause, or sentence, consisting of more than 10 words, has been omitted or incorrectly translated, a charge, proportional to the length of the exercise and the character of the phrase, clause, or sentence in question, shall be made. (Regulation 8.)

2. Closeness of translation is required, provided that it does no violence to correct idiom. Deviations from literal translation which the idiom of a language necessitates must be given full credit. (Regulation 7.)

3. Clear, correct, and at the same time idiomatic, translations are preferred, and the examiner may, after he has marked an exercise under regulations Nos. 1 to 8, charge or credit the exercise with a mark not to exceed 10.

4. To facilitate the rating of "low-grade" papers, the examiner may divide each exercise into sections, weight each section on the basis of 100 for the whole exercise, rate according to his judgment, each section with an aggregate deduction rate, and the sum of these ratings deducted from 100 shall determine the value of the exercise.

5. In applying regulations Nos. 1 to 8, the kind of examination, length of exercise, and importance attached to linguistic knowledge should determine the magnitude of the charges to be made.

#### LETTER CARRIER EXAMINATION.

##### *The reading of addresses.*

Two ratings are given for this subject, one for accuracy, the other for speed. The sum of the ratings for accuracy and speed, divided by 2, gives the average for the subject.

A charge of 2 will be made for each error, not exceeding two errors for each card, on the cards which are read within the five minutes allowed for this exercise, and a charge of 4 will be made for each address not read within the five minutes (if there be any such). Subtract the sum of the charges thus found from 100 and the result will be the rating for accuracy.

To ascertain the rating on speed the following table is used. The first column indicates the number of minutes and seconds consumed in reading the addresses and the second column the rating for speed.

Time consumed.			Speed rate.			Time consumed.			Speed rate.			Time consumed.			Speed rate.			Time consumed.			Speed rate.		
Mins.	Sec.	Per ct.	Mins.	Sec.	Per ct.	Mins.	Sec.	Per ct.	Mins.	Sec.	Per ct.	Mins.	Sec.	Per ct.	Mins.	Sec.	Per ct.	Mins.	Sec.	Per ct.	Mins.	Sec.	Per ct.
1	30	100	2	35	89	3	30	78	4	25	67												
1	40	99	2	40	88	3	35	77	4	30	66												
1	50	98	2	45	87	3	40	76	4	35	65												
1	55	97	2	50	86	3	45	75	4	40	64												
2	0	96	2	55	85	3	50	74	4	45	63												
2	5	95	3	0	84	3	55	73	4	50	62												
2	10	94	3	5	83	4	0	72	4	55	61												
2	15	93	3	10	82	4	5	71	5	0	60												
2	20	92	3	15	81	4	10	70															
2	25	91	3	20	80	4	15	69															
2	30	90	3	25	79	4	20	68															

The above table shows the rating for minutes and fractions of minutes, when the competitor reads all the addresses in five minutes or less. If all the addresses are not read within five minutes, the ratings will be as follows for the number of cards read:

Cards read.	Speed rate.	Cards read.	Speed rate.	Cards read.	Speed rate.	Cards read.	Speed rate.
	Per ct.		Per ct.		Per ct.		Per ct.
24	58	18	43	12	29	6	14
23	55	17	41	11	26	5	12
22	53	16	38	10	24	4	10
21	50	15	36	9	22	3	7
20	48	14	34	8	19	2	5
19	46	13	31	7	17	1	2

If a competitor is allowed to consume more than five minutes in the reading of the cards, the number of cards considered as read within the prescribed limit will be such proportion of the cards actually read as five minutes are to the total number of minutes consumed, and the cards in excess of such number will be treated as if not read.

#### SPECIAL EXAMINATIONS.

Where regulations for rating special or technical parts of any examination have not been prescribed the examiners will exercise their judgment in determining the value of the answers; but, as far as practicable, the papers of special or technical examinations will be rated under such of the foregoing regulations as are applicable.

### Report of ratings to competitors.

SEC. 57. As soon as practicable after the examination papers have been rated a report giving the rating obtained will be sent to each person examined. Letters inquiring how soon papers will be rated only serve to delay the work.

If the papers of a competitor who enters an examination are not complete in every particular the name of such competitor will not be entered upon the eligible register nor report of rating sent until the papers are completed.

In cases of collusion, the names of the persons suspected will not be entered upon the eligible register, should they make an eligible average, nor will report of rating obtained be sent. The examination papers of all persons colluding will be cancelled and they will not be permitted to take any other examination for at least one year.

Competitors, after being notified of the results of their examinations, may review their papers in the office of the Board and have the ratings explained to them if they so desire.

### Change of post-office address.

SEC. 58. Eligibles must keep the Board informed of any change of post-office address. A failure to do so will be treated as the fault of the eligible, and may result in his losing an opportunity of appointment. Request to have the address changed would better be made by letter, and such letter should relate only to the change in address.

### When period of eligibility begins and ends.

SEC. 59. The period of eligibility on all registers for original appointment is one year from the date of entering a name on the register: *Provided*, That eligibility resulting from examinations held in the United States shall be for a period of two years at least. The date of entering a name on the register is usually but a few days subsequent to the date of the notice of eligibility. The period of eligibility may, however, be extended in the discretion of the Board upon such conditions as the Board may prescribe. If a person whose name is upon any register shall be mustered into the military or naval service of the United States at a time when the United States is engaged in war or in suppressing an insurrection, the period of eligibility of such person may, under such conditions as the Board may prescribe, be considered as suspended during the time that the eligible is serving in the army or navy of the United States. The rules also provide that the period of eligibility of any person examined in the Philippine Islands may be revoked during the absence of such person from the Islands.

### When reexaminations are allowed.

SEC. 60. A competitor who passes an examination will not be allowed a re-examination of the same kind within six months. A competitor who fails in an examination may not be allowed reexamination until the next regular examination. Competitors who claim that they were unable to do themselves justice because of illness occurring before their examination must abide by the results. A special reexamination will be allowed only in cases where it is shown that competitors have suffered injustice through an act of the Board or one of its agents. A competitor reexamined within six months will not be required to file an application for such reexamination.

### Methods of certification for appointment.

SEC. 61. Whenever a vacancy exists the head of a bureau or office makes requisition upon the Board for a certification of names to fill the vacancy, specifying the kind of position vacant, the necessary qualifications, the sex desired, and the salary. Upon receipt of such requisition the Board takes from the proper register

of eligibles the names of the three persons, or a less number if there are not so many as three on the register, standing highest of the sex and qualifications called for, and certifies them to the head of the bureau or office, who is required to select one of the names certified to fill the vacancy. He may select any one of the names. The remaining names are returned to the Board to await further certification on the occurrence of another vacancy. The time of examination is not considered in making a certification, as the highest in rating on the register must be certified first although they may not have been the first examined. No eligible can be certified for appointment more than three times to the same bureau or office, but may, if in order of certification, be certified three times to each bureau or office during the period of eligibility. Efforts to hasten certification or to secure certification out of the order required by the Civil Service Act and rules can not possibly be of any avail. The Board has no power whatever to certify a name out of its order or to withhold a name from certification when in order. An eligible who declines an appointment tendered him will not again be certified unless he shall request in writing within thirty days the benefit of the remaining certifications which the rules allow, stating his reasons, which must be satisfactory to the Board, for declining the appointment. An eligible who declines an appointment twice, even though he may give satisfactory reasons in each case, will not again be certified from the same examination. Upon appointment from any register the name of an eligible will be removed from all registers of a lower grade on which it may appear unless he requests otherwise in writing.

#### Prospects of appointment and of promotion.

SEC. 62. As the Board has no means of ascertaining in advance when vacancies may occur in the service it can not furnish any information as to when the names of eligibles may be reached for certification or as to the prospects of appointment. The conditions of appointment in the various branches of the service are such that nothing can help and nothing can hinder the certification of a name in the order of its standing on a register. As the highest possible rating in an examination is 100 and the lowest that makes one eligible to appointment is 70, it will be seen that the nearer the rating is to 100 the more likely it is that the eligible may be reached for certification within the period of eligibility. The names of those who pass examinations are entered on the lists of eligibles in the order of their ratings, and appointments are made from the head of the list, those passing highest being first certified. If the number of eligibles, therefore, is in excess of the needs of the service those who successfully pass the examinations, but with low ratings, will not be reached for certification and appointment. The chances of appointment are indicated by the results of examinations and the appointments as shown in the tables in the appendix. Under the Civil Service Act and rules the heads of departments and offices are the final judges of the qualifications of the persons certified for appointment and the Board can not interfere with the proper exercise of their discretion in selecting from among those certified.

Appointment to the service is usually in the lower grades, the higher grades being generally filled by promotion. The prospects of promotion vary so much in the different bureaus and offices that no special information on this subject can be given.

The Civil Service Act requires that when the names of natives of the Islands and of honorably discharged soldiers, sailors, and marines of the United States are certified by the Board for appointment, the appointing officer must, when other qualifications are equal, prefer: first, natives of the Islands, and then, honorably discharged soldiers, sailors, and marines. The name of a person of either of these classes, however, can not be certified out of the order of its relative standing on the register, but when it is certified as a result of its relative standing

the appointing officer must show preference in selection in the order mentioned, if other qualifications are equal.

There is little demand for Americans for clerical or other positions which natives of the Islands are competent to fill, and examinations to fill vacancies in them will not be held in the United States; in fact it is not advisable for Americans to seek positions in the Philippine Civil Service unless they have professional, technical, or scientific qualifications, or special clerical ability.

It is the intent of the Civil Service Act to establish in these Islands a permanent civil service so administered that a person who enters one of the lower grades may by loyal and efficient service secure promotion to the highest offices in the civil service. The Act expressly provides that vacancies occurring in the offices enumerated in section 21 shall be filled by promotion without examination of persons in the service. It will be seen, therefore, that vacancies in most of the higher offices in the service are required to be filled by promotion.

#### Transfers to the Federal classified civil service.

SEC. 63. The Philippine Civil Service Act provides for transfers from the Federal classified civil service of the United States to the classified civil service of the Philippine Islands. It is confidently expected that transfers from the Philippine civil service to the Federal civil service, after a reasonable period of service rendered here (about three years), will be authorized.

#### Conditions of appointment and service.

SEC. 64. The conditions of appointment and service are shown in the following reprint of "Information relative to employment in the Philippine Civil Service," and in the Appendix in Acts Nos. 25, 80, and 392, and Executive Orders Nos. 84 and 4, and the Civil Service Rules.

*Assignment.*—As the calls from the Philippine Government for the appointment of persons in the United States to positions in the Islands are usually by cable-gram and very brief, appointees can not be informed to what department or office they will be assigned upon arrival, though it is presumed that most of them will be assigned to duty in Manila.

*Climate and clothing.*—There is continuous warm weather in the Philippines, but the heat is not intense, and the general health of American civilians who take reasonable care of themselves is good. During the greater part of the year Americans suffer less from the heat than during the summer months in many parts of the United States. From April to July is the hottest period. From July to October there are frequent rains which cool the atmosphere, and from about the middle of November to the middle of March the weather is, as a rule, clear and pleasant. The nights during this period are cool; in fact, the nights are generally pleasant during the whole of the year, with the exception of possibly two or three months.

Americans usually dress in white drill suits. Those who come to the Philippines will find it to their financial advantage to wait until they reach Manila before purchasing any clothing for use in this climate. Serviceable white cotton drill suits are made to order in Manila for about \$3 each. Heavier clothing, adapted to the climate at times, can also be purchased at very reasonable prices.

*Medical attendance.*—At present medical attendance is furnished to employees without cost. A civil hospital has been established in Manila to the wards of which civilians are admitted at a uniform charge of \$1 per day, with medical and surgical attendance, medical supplies, nursing, and food included. Those who desire private rooms are required to pay from \$10 to \$20 per week.

*Office accommodations and office hours.*—The office accommodations are good and the work is done under pleasant conditions. The law regulating hours of

labor in the Philippine civil service requires of each employee not less than six hours of labor each day, exclusive of Sundays, public holidays, and Saturdays after the hour of 12.30 p. m.

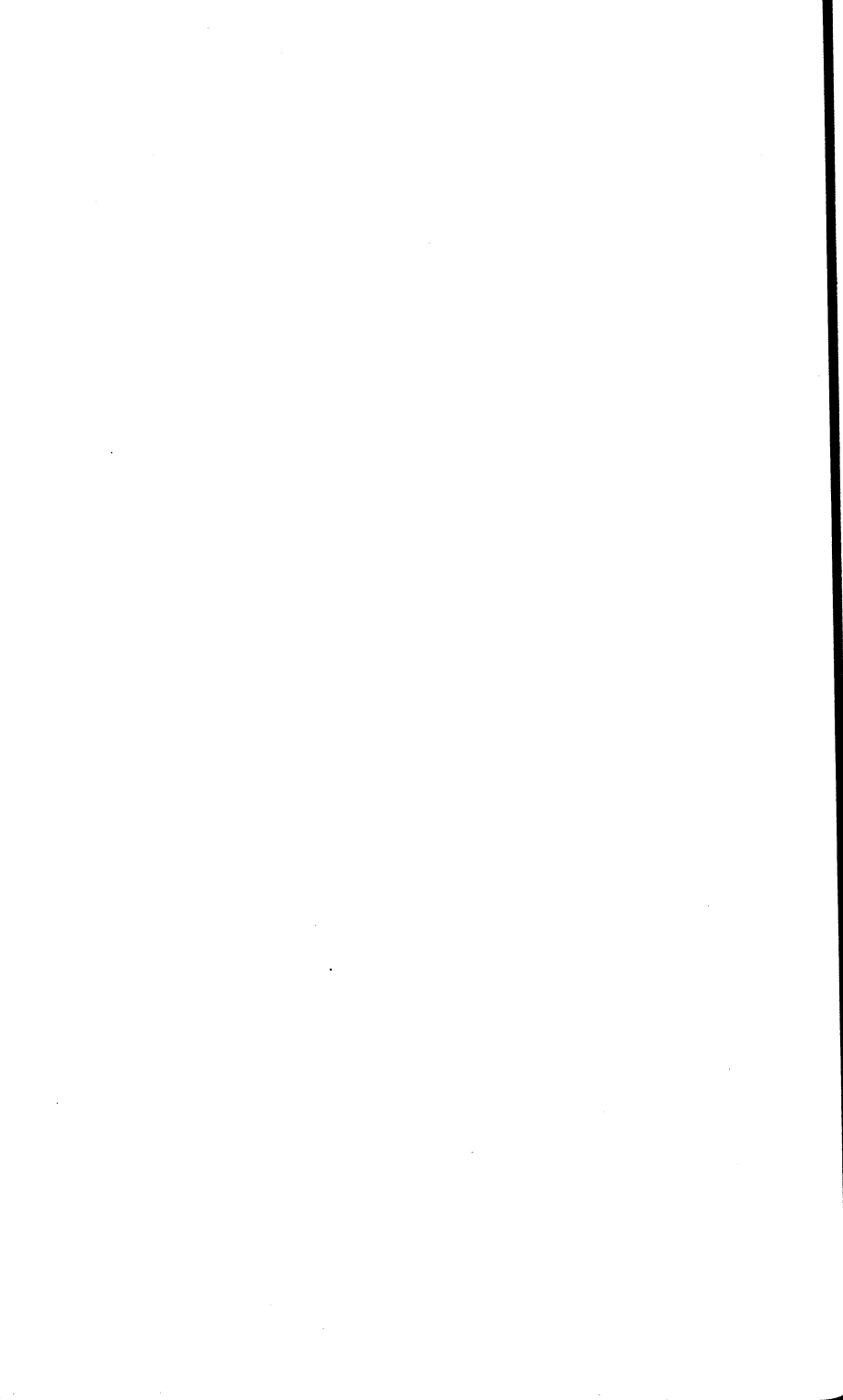
*Cost of living.*—Those who live outside of Manila can live fairly well for \$30 or less a month. In Manila the cost to employees is determined largely by the manner of living. Many who rent rooms and live in messes keep their living expenses in the neighborhood of \$35 to \$40 a month. The better hotels charge about \$40 to \$50 a month, while the best hotels are higher in their rates. A civil commissary has been established, the advantages of which are available to civilians in the provinces but not in Manila. The large number of dwellings now being erected warrants the prediction of a material decrease in rents during the present year.





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## APPENDIX.



## APPENDIX.

The following table shows the results of all examinations (noneducational examinations excepted) held by the Board from October 1, 1901, to October 1, 1902.

Examinations.	For original appointment.			For promotion or transfer.			Total ex- amined.
	Number passed.	Number failed.	Total ex- amined.	Number passed.	Number failed.	Total ex- amined.	
<i>Held in Manila.</i>							
( ) Additional deputy collector, Custom-House	1		1				1
(2) Agricultural explorer	5	14	19				19
(3) Appraiser, Custom-House				2		2	2
(4) Bacteriologist, assistant	2		2				2
(5) Boarding officer, Custom-House				3		3	3
(6) Bookbinder	3		3				3
(6) Encuadernador	1	1	2				2
(7) Bookkeeper	16	15	31	2		2	33
(7) Tenedor de libros		1	1				1
(8) Cashier, Treasurer's office				1	1	2	2
(9) Chemist, organic	1		1				1
(9) Químico				1		1	1
(10) City Assessor and Collector					1	1	1
(11) Clerk, Board of Health	3	1	4				4
(12) Clerk of court	4	1	5		1	1	6
(12) Escribano	4	9	13	1		1	14
(13) Clerk, first grade	131	110	241	102	112	214	455
(13) Primer grado	20	50	70	6	20	26	96
(14) Clerk, second grade	192	78	270	2	2	4	274
(14) Segundo grado	87	180	267	73	74	147	414
(15) Commissary clerk	1		1				1
(16) Compositor	12		12				12
(16) Cajista		8	8				8
(17) Deputy Surveyor, Custom-House					1	1	1
(18) Director of Experiment Station				1		1	1
(19) Director of Serum Institute				1		1	1
(20) Draftsman, architectural	1	1	2				2
(21) Draftsman, mechanical	3		3				3
(22) Draftsman, topographical	1		1				1
(23) Driver, Fire Department	27	5	32	2		2	34
(24) Electrician, Chief	3	2	5				5
(25) Electrician, City	4	3	7				7
(26) Electrotype finisher	1		1				1
(27) Engineer, Chief	1		1				1
(28) Engineer, Chief, Fire Department	2	1	3				3
(29) Engineer, Ice Plant		3	3	2		2	5
(30) Engineer, mechanical	1		1				1
(31) Engineer, sanitary	1		1				1
(32) Engineer, steam	5	6	11				11
(33) Extra observer, Coast and Geodetic Survey	3		3				3
(34) Fiber expert	1		1				1
(35) Foreman	1		1				1
(36) Foreman, press room	1		1				1
(37) Foreman and superintendent of lumber yard	1		1				1
(38) Geologist		1	1				1
(39) Harbor master				1		1	1
(40) Inspector, Assistant forestry	1		1				1
(41) Inspector, Chief sanitary	41	17	58				58
(41) Jefe Inspector sanitario	21	25	46	1		1	47
(42) Inspector, medical	13	3	16				16

## Examinations.

*Held in Manila—Continued.*

	For original appointment.			For promotion or transfer.			Total ex- amined.
	Number passed.	Number failed.	Total ex- amined.	Number passed.	Number failed.	Total ex- amined.	
(42) Inspector médico				1		1	1
(43) Inspector, street	1	1	2	1		1	3
(43) Inspector de caminos	2		2	1	1		4
(44) Inspector, timber	1		1				1
(45) Interpreter	10	10	20	4	1	5	25
(45) Intérprete	6	4	10	3		3	13
(46) Interpreter, junior	9	1	10	1	1	2	12
(46) Intérprete auxiliar	13	17	30		2	2	32
(47) Laboratory assistant	1		1				1
(48) Law clerk	1		1				1
(48) Empleado judicial	4	1	5				5
(49) Lineman	2		2				2
(49) Inspector de hilos eléctricos		2	2				2
(50) Mineralogist		1	1				1
(51) Pharmacist (dispensing clerk)	9	2	11				11
(51) Farmacéutico	2	1	3				3
(52) Photo-engraver	1		1				1
(52) Fotograbador		2	2				2
(53) Patrolman, Police Department	74	26	100				100
(53) Policía, Police Department	84	41	125				125
(54) Roundsman, Police Department				30	6	36	36
(54) Cabo, Police Department				7	4	11	11
(55) Sargeant, Police Department				10	1	11	11
(55) Sargento, Police Department				3	1	4	4
(56) Lieutenant, Police Department				9		9	9
(56) Teniente, Police Department				1		1	1
(57) Captain, Police Department				2	1	3	3
(58) Assistant inspector, Police Department				2	1	3	3
(59) Inspector, Police Department				1		1	1
(60) Post-office clerk	42	37	79	2	2	4	83
(61) Prison guard, Bilibid	54	26	80	1		1	81
(61) Guardia de prisión, Bilibid		4	4				4
(62) Property clerk	4	5	9				9
(63) Provincial Supervisor (Jr. Civ. Eng.)	7	4	11				11
(63) Ingeniero civil auxiliar		4	4				4
(64) Provincial Treasurer	5	2	7	1		1	8
(65) Sugar culturist	1		1				1
(66) Stenographer	7	17	24				24
(67) Stereotyper	1		1				1
(68) Superintendent, Free delivery, P. O.				4		4	4
(69) Superintendent, Money order, P. O.				4		4	4
(70) Superintendent of mail system	8	1	9				9
(71) Superintendent of San Lazaro Hospital	3	4	7				7
(72) Superintendent of streets, assistant	1		1				1
(72) Superintendente auxiliar de calles	3		3				3
(73) Textile appraiser		1	1			1	2
(74) Translator	3	12	15	2		4	19
(74) Traductor	2	8	10	1		1	11
(75) Translator, junior		7	7				7
(75) Traductor auxiliar	3	6	9				9
(76) Typewriter	14	31	45		1	1	46
(76) Escribiente á máquina	1	1	2		1	1	3
(77) Veterinary surgeon	2		2				2
(78) Apuntador	1	1	2				2
(79) Bombero		1	1				1
(80) Cajista auxiliar	11	4	15				15
(81) C-leulista	1	2	3				3
(82) Cartero	34	118	152				152
(83) Delineante anatómico	7		7				7
(84) Delineante arquitectónico	2	10	12				12
(85) Delineante auxiliar	5	1	6				6
(86) Delineante mecánico	5	1	6				6
(87) Delineante topográfico	21	6	27				27
(88) Director auxiliar de Estación de Experimentación					1	1	1
(89) Encuadernador auxiliar	1		1				1
(90) Escribano provincial	2		2				2
(91) Escribiente á máquina auxiliar	20	26	46				46
(92) Faginante	3		3				3
(93) Farmacéutico auxiliar	5	11	16				16
(94) Fotograbador auxiliar	2		2				2
(95) Inspector de carne		1	1				1
(96) Inspector de edificios, ayudante	2	9	11				11
(97) Inspector de mercados	7	23	30	1		1	31
(98) Inspector sanitario	54	34	88				88
(99) Mangüero		1	1				1
(100) Médico municipal	2	3	5	2		2	7
(101) Mayordomo de hospital	1	1	2				2
(102) Montero	46	79	125				125

Examinations.	For original appointment.			For promotion or transfer.			Total ex- amined.
	Number passed.	Number failed.	Total ex- amined.	Number passed.	Number failed.	Total ex- amined.	
<i>Held in Manila—Continued.</i>							
(103) Observador, 1 <sup>a</sup> clase	4	3	7				7
(104) Observador, 2 <sup>a</sup> clase	11	12	23				23
(105) Policía ascenso á 2 <sup>a</sup> clase				10		10	10
(106) Primer enfermero				1		1	1
(107) Servicio de correos	2	25	27				27
(108) Tercer grado	166	145	311	11	3	14	325
(109) Vacunador.	8	9	17				17
For Manila:							
English	744	448	1,192	194	135	329	1,521
Spanish	676	892	1,568	124	106	230	1,798
Total	1,420	1,340	2,760	318	241	559	3,319
<i>Held in provinces.</i>							
(6) Bookkeeper	1		1				1
(6) Tenedor de libros		2	2				2
(13) Clerk, first grade	23	10	33	5	6	11	44
(13) Primer grado	6	27	33	1	1	2	35
(14) Clerk, second grade	18	9	27				27
(14) Segundo grado	89	113	202	6	4	10	212
(16) Compositor	1		1				1
(42) Inspector, medical	4		4				4
(45) Intérprete				1		1	1
(46) Intérprete auxiliar	1	2	3				3
(60) Post office clerk	1		1				1
(63) Provincial Supervisor	1		1		1	1	2
(66) Stenographer	1	1	2				2
(74) Traductor		2	2				2
(75) Translator, junior		1	1				1
(75) Traductor auxiliar		3	3		1	1	4
(76) Typewriter		4	4				4
(85) Delineante auxiliar	1		1				1
(90) Escribano provincial	1	3	4		1	1	5
(91) Escribiente á máquina auxiliar	2	9	11				11
(102) Montero	3	7	10				10
(108) Tercer grado	137	96	233	3	1	4	237
For provinces:							
English	50	25	75	5	7	12	87
Spanish	240	264	504	11	8	19	523
Total	290	289	579	16	15	31	610
For the year:							
English	794	473	1,267	199	142	341	1,608
Spanish	916	1,156	2,072	135	114	249	2,321
Total	1,710	1,629	3,339	334	256	590	3,929
Previously examined:							
English	382	302	684	20	13	33	717
Spanish	459	619	1,078	21	4	25	1,103
Total	841	921	1,762	41	17	58	1,820
Total English	1,176	775	1,951	219	155	374	2,325
Total Spanish	1,375	1,775	3,150	156	118	274	3,424
Grand total	2,551	2,550	5,101	375	273	648	5,749

NOTE.—The same figure opposite the titles of the examinations indicates that they are identical, one being in English and the other in Spanish.

*Appointments made in the Philippine civil service upon certification by the Civil Service Board during the year ended September 30, 1902.*

Position.	English-speaking eligibles.	Spanish-speaking eligibles.
<i>Competitive.</i>		
Agricultural explorer	1	
Bacteriologist, assistant	2	
Bookbinder	3	
Chemist, organic	1	
Bookkeeper	8	
Clerk of court		4
Clerk, first grade	129	11
Clerk, second grade	174	70
Copyist, third grade		165
Clerk, post-office	44	7
Collector of customs, additional deputy	1	
Collector, natural history	1	
Collector, assistant		1
Compositor	7	
Draftsman, mechanical	3	
Draftsman, junior architectural		2
Draftsman, junior mechanical		2
Draftsman, junior topographical		8
Driver, Fire Department	16	
Electrician	7	
Engineer, mechanical	10	
Engineer, sanitary	1	
Fiber expert	1	
Foreman, general, Water and Sewer Works	1	
Foreman, press room	1	
Guard, prison	13	
Hospital steward		1
Inspector, building	2	
Inspector of construction	4	
Inspector, medical	4	1
Inspector, assistant forestry	1	
Inspector, chief sanitary	20	5
Inspector, sanitary		40
Inspector, street	1	
Inspector, timber	1	
Interpreter	7	6
Interpreter, junior		10
Laboratory assistant	1	
Law clerk	1	2
Letter carrier		12
Lineman	2	
Observer, second class		8
Observer, Coast and Geodetic Survey	3	
Patrolman, first class	53	
Patrolman, third class		65
Pharmacist	6	
Pharmacist, assistant		2
Property clerk	1	
Ranger		82
Sugar culturist	1	
Stenographer	5	
Superintendent of streets, assistant	1	1
Superintendent of lumber yard	1	
Superintendent of pail system	1	
Supervisor (civil engineer)	5	
Translator	2	1
Treasurer, provincial	1	
Typewriter	9	1
Typewriter, junior		8
Veterinarian	1	
Total competitive	558	515
<i>Noncompetitive.</i>		
Baker	1	
Blacksmith	10	3
Carpenter	9	6
Driver, Fire Department*	8	2
Engineer, assistant steam		2
Engineer helper		2
Fireman*	5	3
Foreman of laborers	3	
Foreman, assistant, of laborers	1	1
Harness maker		1
Market collector		17
Janitor		14
Light-house keeper		2

Position.	English-speaking eligibles.	Spanish-speaking eligibles.
<i>Noncompetitive—Continued.</i>		
Machinist.....	3	2
Master mechanic.....	1	
Mate of launch.....	1	
Master of launch.....	1	1
Matron.....		1
Messenger.....	2	54
Oiler.....	8	1
Overseer.....	6	3
Painter.....	1	
Pipefitter.....	1	
Pipeman*.....		5
Prison guard*.....	7	2
Prison keeper*.....		5
Rodman.....	2	
Skilled laborers.....	11	
Superintendent of corral.....	1	
Teamster.....	53	21
Truckman*.....		2
Watchman.....	32	2
Wheelwright.....	1	1
Total noncompetitive.....	168	153
Total competitive.....	558	515
Grand total.....	726	668

*Appointments made through changes in the service.*

Nature of change.	English-speaking eligibles.	Spanish-speaking eligibles.	Total.
Promotion.....	518	254	772
Reduction.....	46	44	90
Transfer.....	116	34	150
Reinstatement.....	56	19	75
Total.....	736	351	1,087
For the year:			
Through changes.....	736	351	1,087
Competitive.....	558	515	1,073
Noncompetitive.....	168	153	321
Total.....	1,462	1,019	2,481
Previously appointed.....	215	232	447
Grand total.....	1,677	1,251	2,928

\* Prior to March 1, 1902, appointments in the Fire Department and in Bilicid Prison were made on noncompetitive examinations.

NOTE.—Many of the appointments made by transfer and promotion to higher classes and grades required the preparation of special examinations of a technical and scientific character as shown in the first table. The totals of such appointments are given in this table, but the positions are not enumerated.

NOTE.—The English name of positions without the Spanish equivalent is used in this table to avoid needless repetition.

[No. 392.]

AN ACT AUTHORIZING THE EMPLOYMENT OF PERSONS  
AT SALARIES LOWER THAN THOSE FOR WHICH AP-  
PROPRIATION IS MADE, AND DESIGNATING PERSONS  
AUTHORIZED TO ADMINISTER OATHS FOR THE CIVIL  
SERVICE BOARD.

*By authority of the President of the United States, be it enacted  
by the United States Philippine Commission, that:*

SECTION 1. The head of any Department or Bureau may, with the approval of the Philippine Civil Service Board, appoint employees at salaries lower than those authorized and appropriated for: *Provided*, That the aggregate number of employees so authorized and appropriated for shall not be increased.

SEC. 2. The members of the Civil Service Board, or any examiner duly authorized by it, may administer such oaths as may be necessary in the transaction of the official business of the Board.

SEC. 3. The public good requiring the speedy enactment of this bill, the passage of the same is hereby expedited in accordance with section two of "An Act prescribing the order of procedure by the Commission in the enactment of laws," passed September twenty-sixth, nineteen hundred.

SEC. 4. The provisions of this Act shall be effective as of April first, nineteen hundred and two.

Enacted, April 18, 1902.



## [No. 25.]

AN ACT PROVIDING FOR THE APPOINTMENT AND REMOVAL OF SUBORDINATE OFFICERS AND EMPLOYEES IN CERTAIN DEPARTMENTS AND BUREAUS OF THE GOVERNMENT OF THE PHILIPPINE ISLANDS.

*By authority of the President of the United States, be it enacted by the United States Philippine Commission, that:*

SECTION 1. All appointments to and removals from subordinate positions in the Philippine civil service in Offices or Bureaus under the executive control of the Secretaries of Departments shall be made by the heads of Offices or Bureaus subject to the approval of the Secretary of the Department who exercises executive control over the Office or Bureau in which the appointment or removal is made; appointments to and removals from subordinate positions in all other Offices or Bureaus in the civil service of the Insular Government shall be made subject to the approval of the Civil Governor: *Provided*, That heads of Offices and Bureaus may employ and discharge unskilled laborers whose employment is authorized by law without the approval of the Secretaries of Departments or of the Civil Governor. In case there is no head or acting head of any such Office or Bureau, or other Office or Bureau established by law, at the time when appointments to or removals from subordinate positions therein become necessary, such appointments and removals may be made by the Secretary of the Department under which the Office or Bureau is established, who shall have direct charge and supervision of such Office or Bureau, and who, or a person assigned by him for the purpose, shall have authority to make estimates for appropriation, requisitions on the Treasurer for money appropriated, and to approve all vouchers for payment.

Amended Nov. 18, 1901; Jan. 8, 1902; Jan. 9, 1903.

SEC 2. [Section two of Act Numbered Twenty-five is repealed by Act Numbered Five hundred and eighty-eight.]

Repealed Jan. 9, 1903.

SEC. 3. Nothing herein shall be construed to take any of the appointments to be made to positions described in section one out of the provisions of the Civil Service Act, or to prevent the Commission from revoking action taken under section one, or making appointments to such positions, or from making removals therefrom of its own motion under the general powers conferred upon it by the instructions of the President of the United States.

SEC. 4. This Act shall take effect on its passage.

Enacted, October 17, 1900.

OFFICE OF THE CIVIL GOVERNOR OF THE PHILIPPINE  
ISLANDS.

MANILA, P. I., *May 9, 1902.*

EXECUTIVE ORDER }  
No. 84.

I. In order to prevent confusion and establish uniformity of action upon the part of the heads of the various Bureaus and Offices of the Civil Government in the matter of reducing or discharging subordinate officials or employees, it is deemed advisable to call attention to the fact that under Act Number Twenty-five of the Commission the approval of the Civil Governor [or Secretary of Department] is a prerequisite to the discharge of any person in the classified service, and to prescribe the following regulations, which shall govern cases of this character:

(1) When the head of a Bureau or Office deems it necessary to recommend a subordinate official or employee for reduction in class or grade, he will in writing notify the person affected of the proposed action and the grounds upon which such action is premised, and will prescribe a reasonable period, which shall not be less than twenty-four hours, within which a written reply may be submitted if desired. Upon receipt of the reply of the person recommended for reduction, or the expiration of the period within which such reply should have been submitted, the head of the Bureau or Office will forward to the Civil Service Board a certified copy of the letter of notification and the reply, if any shall have been received, together with an appointment in accordance with the reduction recommended. These papers will be promptly forwarded to the Governor [or Secretary of Department] by the Board together with its recommendation in the case for final action.

(2) In case of proceedings to remove an official or employee for cause, the head of the office may suspend such person at once, if he deem that course necessary, and, in any event, shall in writing notify the person in interest, that he is to be recommended for removal for cause, and the ground upon which such recommendation is based, at the same time prescribing a reasonable period within which a written answer and any desired evidence shall be submitted, such period to be not less than twenty-four hours after the actual receipt of the notification by the person recommended for removal. In the event of no response being received within the period prescribed, evidence of the receipt of the written notification, together with a certified copy of same, will be forwarded to the Civil Service Board. If reply has been received it will be similarly forwarded, with a certified copy of the notification mentioned, together with any other papers in the case. The Board will promptly forward, with comment and recommendation, all the papers in the case for final action. If such action be approval of the recommendation to remove for cause, the person affected will be dropped from the rolls of his office as discharged on the

day he was suspended, if such action shall have been taken by the head of the office to which he pertains; otherwise his discharge will be on the date of receipt by the head of the office in interest of the notification of approval by the Civil Governor [or Secretary of Department].

(3) Under no circumstances shall a Civil Government official or employee so construe the provisions of any law now in force as to authorize or require the official publication of the cause of removal of any person from the Philippine Civil Service in more specific terms than, "For the good of the service."

II. In every instance of a tender of resignation by an official or employee occupying a position in the classified Philippine civil service, it shall be the duty of the officer authorized to act thereon, to accept or decline to accept the same in writing, and, if resignation be accepted, to clearly state the character of the services rendered by the person resigning and whether or not, in the light of present information, a possible future application for reinstatement would be favorably considered. In the event of a statement to the effect that such application would not be favorably considered, reasons therefor shall be stated and the person in interest informed that he may, should he so desire, submit a reply and such other evidence as he may elect in writing. When completed all the papers in the case will be forwarded to the Philippine Civil Service Board for file, except in case of objections to reinstatement, in which event the papers will be forwarded by the Board with its recommendation for review and final action. For obvious reasons no official or employee should be continued in the service who can not be recommended for reinstatement were he to resign.

III. Discourtesy to the public, to private individuals or to Government officials or employees, drunkenness, dishonesty, chronic or flagrant neglect of duty, notoriously disgraceful or immoral conduct, pursuit of private business enterprise to the detriment of official duties, or incompetency, shall be considered reasons demanding proceedings to remove for cause. Any official who knowingly continues in the public service a person guilty of any of the above named derelictions shall thereby render himself liable to removal from office for cause.

LUKE E. WRIGHT,  
*Acting Civil Governor.*

[No. 80.]

AN ACT REGULATING THE HOURS OF LABOR, LEAVES OF  
ABSENCE AND TRANSPORTATION OF APPOINTEES  
UNDER THE PHILIPPINE CIVIL SERVICE.

*By authority of the President of the United States, be it enacted  
by the United States Philippine Commission, that:*

SECTION 1. It shall be the duty of the heads of Departments, Bureaus, or Offices in the Philippine Civil Service to require of all employees, of whatever grade or class, not less than six hours of labor each day, not including time for lunch and exclusive of Sundays, and of Saturdays after the hours of half past twelve post meridian, and of days declared public holidays by law or executive order, but the head of any Department, Bureau, or Office may, in the interest of the public service, extend the daily hours of labor herein specified for any or all of the employees in his office, and in case of such extension it shall be without additional compensation. The head of any Department, Bureau, or Office, the work of which is of such a nature as to require the constant presence of one or more employees, may detail the necessary number of employees, to perform labor on Sundays, Saturday afternoons, or public holidays, but shall exempt employees so detailed from labor on other days so that the total labor which is required of each employee so detailed during each quarter shall not be in excess of that required of other employees in such department, Bureau, or Office not so detailed. In cases of special emergency, the head of any Department, Bureau, or Office may also detail the necessary number of employees to perform labor on Sundays, Saturday afternoons, or public holidays under the restrictions above provided.

Amended Jan.  
28, 1902.

SEC. 2. The head of any Department or Office may grant leave of absence with pay during a calendar year to each employee, exclusive of Sundays and days declared public holidays by law or executive order, in accordance with the following schedule: An employee receiving an annual salary of less than six hundred dollars shall be granted fifteen days' leave; an employee receiving an annual salary of six hundred dollars or more, but less than one thousand dollars, shall be granted twenty days' leave; an employee receiving an annual salary of one thousand dollars or more, but less than eighteen hundred dollars, shall be granted thirty days' leave; an employee receiving an annual salary of eighteen hundred dollars or more shall be granted thirty-five days' leave. If an employee elects in any one year to postpone any or all of the leave to which he is entitled under this section, such leave shall accumulate, and in case he is granted leave for the purpose of visiting the United States he shall be allowed, with half pay, in addition to his leave, the actual and necessary time occupied by

him in going to and returning from San Francisco: *Provided*, That such leave to visit the United States under these conditions shall not be granted to any employee more than once in three years, or to any employee who has not accumulated to his credit leave allowed for two full years. The provisions of this section shall be retroactive in effect so as to entitle employees of the civil service in the Philippine Islands, whether serving as such by regular appointment or by detail from the army or navy of the United States, previous to this Act, to any accumulated leave to which they would have been entitled had this Act been in effect at the date of their employment or detail.

The provisions of this section shall also be applicable to all heads of Bureaus and provincial officers not embraced therein, in computing their leaves of absence. Leaves of absence of provincial officers and of heads of Bureaus reporting directly to the Civil Governor shall be granted by him and of heads of other Bureaus by the Secretary of the Department embracing the Bureau in accordance with the provisions of Act Numbered Two hundred and twenty-two. In case the head of a Bureau, provincial officer, or employee of any Bureau shall die while in the service, having to his credit earned leave of absence, the salary that would have accrued to the deceased by reason of such earned leave of absence, and during the period thereof, shall be paid to the Treasurer of the Philippine Archipelago, and be by him administered in the manner provided in Act Numbered Two hundred and ninety, entitled "An Act providing an inexpensive method of administration upon the estates of civil employees of the Philippine Government who are citizens of the United States, and who die in the service of the Insular Government, leaving small estates upon which no regular administration is deemed advisable." But, in addition to the purposes for which such estate may be applied by the Treasurer, as provided by section one of the last-named Act, the Treasurer is also authorized to pay the expenses of the transportation of the remains of the deceased to the United States, if such transportation is desired by the surviving relatives, so far as the funds in his hands will enable him to pay such expenses: *Provided, nevertheless*, That if there should be a regular administration upon the estate of the deceased, then the sum due to the deceased, by reason of earned leave of absence standing to his credit, after the payment of unpaid funeral expenses and transportation of the remains, if desired, to the United States, if any, shall be turned over to the regular executor or administrator of the estate of the deceased.

Amended Aug.  
30, 1902.

SEC. 3. Where an employee in the civil service is himself ill, or in cases where any member of the immediate family of an employee is afflicted with a contagious disease, making the presence of such employee in the Department or Office in which he is employed unsafe for the health of his fellow-employees, he may be absent from duty not exceeding sixty days in any calendar year with pay: *Provided*, That he shall notify the head of the Bureau immediately of the cause of his absence: *And Provided*, That after his return he shall establish by evidence, to be prescribed in regulations adopted by order of the Civil Governor, the fact that he was ill and unable to be on duty on account of illness, and that his claim is meritorious, or that a member of his family had the con-

Amended Nov.  
11, 1902.

tagious disease above described during the period of his absence for which he claims compensation. If the period of absence because of illness of the employee himself or in his family shall exceed sixty days, he shall receive no compensation for the time so in excess of sixty days, and if the absence thus caused shall exceed six months, he shall be immediately separated from the service. The question of granting leaves of absence, both in section two and section three of Act Numbered Eighty, shall be first submitted to the Civil Service Board for its recommendation, and then forwarded to the head of the Executive Department in which the applicant is employed, for his final decision, except in respect to those Bureaus not under any Executive Department, in which cases the recommendations of the Civil Service Board shall be forwarded to the Civil Governor for his final decision.

Amended Jan.  
28, 1902: Feb. 27,  
1903.

SEC. 4. The appointment of all persons residing in the United States to the Philippine civil service, whether by transfer from the United States civil service or otherwise, shall be subject to the following conditions:

(1) A person residing in the United States who is appointed to the Philippine civil service may pay his traveling expenses from the place of his residence in the United States to Manila: *Provided*, That if any part of his traveling expenses is borne by the Government of the Philippine Islands, ten per cent of his monthly salary shall be retained until the amount retained is equal to the amount borne by the Government: *And provided further*, That if he shall come by the route and steamer directed, his actual and necessary traveling expenses shall be refunded to him at the expiration of two years' satisfactory service in the Philippines.

(2) He shall be allowed half salary from the date of embarkation and full salary from the date of his arrival in the Islands: *Provided*, That he proceed directly to the Islands; otherwise, he shall be allowed half salary for such time only as is ordinarily required to perform the journey by the route directed: *And provided further*, That such half salary shall not be paid until after the expiration of two years of satisfactory service in the Philippines.

(3) A person residing in the United States accepting an appointment to a position in the civil service of the Government of the Philippine Islands, under the conditions named in this Act, shall, before receiving such appointment, execute a contract and deliver it to the Chief of the Bureau of Insular Affairs, War Department, wherein the appointee shall stipulate that he will remain in the service of the Government of the Philippine Islands for at least two years, unless released by the Civil Governor or proper head of an executive department. A breach of the conditions provided in the contract or a removal for cause shall require the proper officer to withhold payment of all salary and traveling expenses due to the person employed and violating the conditions of the contract, and shall debar such person from ever entering again the public service of the Philippine Government in any of its branches. No return transportation shall be furnished to such employee. In such case, an action shall lie on the petition of the Attorney-General for the recovery of the amount expended by the Government in bringing the employee to the Philippine Islands.

(4) A person who has been employed continuously in the Philippine civil service for three years or more after the passage of the Civil Service Act shall, if he so requests, upon his retirement from the service, be furnished with transportation from Manila to San Francisco, and shall be allowed half salary for thirty days in addition to full salary for the period which he may be granted as leave of absence under the provisions of this Act.

SEC. 5. This Act shall take effect on its passage.

Enacted, January 26, 1901.

OFFICE OF THE CIVIL GOVERNOR OF THE PHILIPPINE  
ISLANDS.

MANILA, *March 1, 1903.*

EXECUTIVE ORDER }  
No. 4.

The following regulations shall govern the matter of leaves of absence granted under the provisions of Act Numbered Eighty to all officials, including heads of Offices or Bureaus, and to all employees, filling appointive offices and positions of trust and employment under the Government of the Philippine Islands, and are hereby published for the information and guidance of all concerned in order that a uniform practice may obtain throughout the service. All orders heretofore issued from the office of the Military Governor and from this office relating thereto are hereby revoked.

I. Heads of Offices or Bureaus are directed to keep a systematic record, on a form provided for that purpose, of leaves of absence of all officers and employees connected with their Offices or Bureaus respectively, and to enter daily upon this record all absences from duty showing whether with leave, without leave, or on sick leave, and to forward to the Civil Service Board at the beginning of each month, on Form Three furnished by said Board, a statement of the absences of all officers and employees from any cause whatever during the preceding month.

II. In submitting statements of leaves of absence, preliminary to granting leave to officers and employees under the provisions of sections two and three of Act Numbered Eighty, all heads of Offices or Bureaus will forward a prompt and clear report through the Civil Service Board on a form prescribed by said Board showing all absences from duty, including therein the period or periods of leave, if any, previously enjoyed, and whether with leave, without leave, or on sick leave.

III. (a) Applications for accrued leave for a period of more than two days must be made in writing one week in advance, wherever possible, of the date on which the leave is desired to become effective, upon Form Numbered Thirty-nine, Philippine Civil Service Board, to the head of the Office or Bureau for recommendation and transmission through said Board to the proper executive officer authorized to exercise executive control as contemplated in Act Numbered Two hundred and twenty-two.

(b) Accrued leave of absence of an employee in the insular civil service shall be computed pro rata in accordance with the schedule contained in section two of Act Numbered Eighty. The leave of an employee accruing while he was connected with the army or navy shall be computed from the date of detail to civil duty; in the case of an officer, on the basis of the pay and allowance received by him during his detail; and in the case of an enlisted man, on the basis of the annual salary first received by him after discharge from the army or navy: *Provided*, That no time inter-



vened between the time of such discharge and his appointment in the civil service, in which event no leave will be allowed during the period of his detail while connected with the army or navy.

(c) An employee who is separated from the civil service without prejudice (namely, without cause) may be given leave with pay and his name shall remain on the pay roll at the rate he is then receiving for a period equaling in money value the period of accrued leave estimated in accordance with the schedule provided in section two of Act Numbered Eighty.

(d) An employee who is granted leave for vacation purposes shall be given leave with pay at the rate he is then receiving for a period equaling in money value the period of accrued leave estimated in accordance with the schedule provided in section two of Act Numbered Eighty; and he may be granted, if he so desires, such additional leave, without pay, as will give him the aggregate length of time on leave, with and without pay, as provided in the aforesaid schedule.

IV. (a) All applications for leave of absence on account of illness for a period of more than two days must be made on Form Numbered Forty, Philippine Civil Service Board, and transmitted as in the case of applications for accrued leave: *Provided*, That sick leave shall not be granted in advance.

(b) When it becomes necessary for an officer or an employee to avail himself of the provisions of section three of Act Numbered Eighty, notice must be sent immediately to the head of the Office or Bureau in which he is employed. Where an officer or an employee contemplates leaving the Islands on account of illness he must submit an application on Form Numbered Forty and a medical certificate on Form Numbered Forty-one described in paragraph c of this section. Permission to be absent may thus be obtained and the office record will show "absent with leave" each day until return to duty, which shall not be construed as sick leave unless satisfactory evidence of illness is furnished as required in paragraph c of this section.

(c) Within five days after return to duty from said leave of absence, the officer or employee shall file with the head of the Office or Bureau a statement in regard to his absence on account of illness (on Form Numbered Forty, if not previously filed), which must be made under oath before an officer in the Philippine Islands duly authorized to administer oaths, accompanied by a certificate made on Form Numbered Forty-one by the attending physician or physicians during the period of his illness. Said certificate or certificates shall give fully and specifically the name, nature, etiology, history, and description of each disease or disability from which the employee was suffering, the exact period or periods, giving dates, during which the physician writing the certificate treated him, the period or periods, if any, during which he was a patient in a hospital, and if not in a hospital the exact length of time the employee was actually confined to his house, and the length of time such disease wholly incapacitated him from performing the duties of his position. A duplicate copy of report of laboratory test or examination made in each case must accompany the medical certificate. In all cases the certificate of illness must be made by a reputable practicing physician or surgeon. A

medical reëxamination may be made and a report rendered thereon by a duly authorized medical examiner when so directed by the Civil Governor or by a Secretary of one of the Departments. If it shall be shown that the disease named was due to immoral or vicious habits, no allowance for leave on account of illness shall be made, but such leave shall be chargeable against unused accrued leave, and if in excess of accrued leave it shall be without pay, as no such cases will be regarded as meritorious. The physician must state whether or not there are any indications whatever that the disease named was due to immoral or vicious habits: *Provided*, That the physician before making a report or expressing an opinion, as required herein, shall state to the applicant that he will not make any report whatever or submit a medical certificate if he formally withdraws his application for sick leave for the period of such illness, and substitutes therefor an application for accrued leave. If the evidence of illness submitted is satisfactory, sick leave will be granted with pay for the time during which such employee was incapacitated on account of such illness, provided that such period shall not exceed sixty days in any one calendar year.

V. Leaves of absence not exceeding two days may be granted in the discretion of the head of an Office or Bureau, and in case of illness without the certificate of an attending physician, but the applicant must certify that he was ill and unable to perform his official duties.

VI. Temporary and emergency employees are not entitled to the benefits of leaves of absence provided by any existing law or order.

VII. Leave of absence for any reason other than serious illness must be contingent upon the necessities of the service, and although definitely provided by law it is not an inherent right which may be recognized without due regard for the interests of the public service.

VIII. In computing periods of absence from duty, there is no authority of law for considering such absence on Saturday as less than one entire day, Saturday being a short day and not a half holiday.

IX. Officials and employees on leave of absence are required to report to the heads of their respective Offices or Bureaus at the end of each month by registered mail their post-office addresses for the ensuing month and shall promptly report in a similar manner and in sufficient detail every unexpected and unavoidable delay which may have occurred during the period contemplated by their leaves of absence.

X. No official or employee holding a classified position in the Philippine civil service shall be dropped from the rolls of his office for unexplained absence in the United States until at least forty days after the expiration of the period of absence contemplated by the leave granted.

XI. All officers and employees who are granted leave of absence for the purpose of visiting the United States and who contemplate returning to duty upon the expiration of such leave of absence shall, before leaving the Archipelago, make application to this office for transportation from San Francisco returning to Manila.

In each such application the date of the expiration of leave of absence and the post-office address of the applicant while in the United States will be stated. Subsequent communication regarding return transportation and prompt report of any change occurring in the applicant's post-office address will be directed by him to the Chief of the Bureau of Insular Affairs, War Department, Washington, District of Columbia, and a duplicate copy of each such communication mailed at the same time to the Executive Secretary, Manila.

WM. H. TAFT,  
*Civil Governor.*

N. B.—This order is a substitute for Executive Order No. 112. of December 1, 1902, amending section 4 thereof.

# CIVIL SERVICE RULES.

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Promulgating  
order.

In the exercise of power vested in him by "An Act for the establishment and maintenance of an efficient and honest civil service in the Philippine Islands," enacted September 19, 1900, as amended January 9, 1903, the Civil Governor hereby approves and promulgates the following rules, prepared and certified by the Philippine Civil Service Board, and revokes all others.

## Rule I.

### GENERAL PROVISIONS AND DEFINITIONS OF TERMS.

Board to pre-  
scribe regulations  
and forms.

1. The Board shall have authority to prescribe such regulations in pursuance of and in execution of these rules and of the Civil Service Act as may not be inconsistent therewith, and may prescribe blank forms for all applications, examinations, certifications, reports, records, and returns received under these rules and the regulations made in pursuance thereof.

Definitions of  
terms.

2. The several terms hereinafter mentioned, wherever used in these rules, shall be construed as follows:

(a) The term "Board" refers to the Philippine Civil Service Board.

(b) The term "Civil Service Act" refers to "An Act for the Establishment and Maintenance of an Efficient and Honest Civil Service in the Philippine Islands," enacted September 19, 1900.

(c) The term "grade" refers to a number of positions or employees arranged in a group upon the basis of the duties performed, without regard to the salaries received.

(d) The term "class" refers to a number of positions or employees arranged in a group upon the basis of the salaries received, without regard to the duties performed.

(e) The term "classified service" refers to that portion of the Philippine civil service which is subject to the provisions of the Civil Service Act and these rules.

(f) The term "unclassified service" refers to that portion of the Philippine civil service positions in which may be filled without reference to the provisions of the Civil Service Act and these rules.

(g) Whenever a sum of money is mentioned it shall be understood to refer to the money of the United States.

(h) Whenever the term "officers" is used, it shall be understood to refer to civil officers employed in, or military officers detailed to, the Philippine civil service.

Status of persons  
occupying civil  
positions prior to  
their classifica-  
tion.

3. A person occupying a position classified by the operation of the Civil Service Act and these rules, whose appointment was made in conformity with law, shall be entitled to all the rights and benefits possessed by persons of the same class or grade appointed upon examination under the provisions of said Act and

these rules, except that the Board may, in its discretion, require by rule that all such employees shall pass examinations practically adapted to show their fitness to fill the positions now held by them, and that in case of failure to pass such examinations to the satisfaction of the Board they shall be dismissed from the service.

## Rule II.

### EXTENT OF THE CIVIL SERVICE OF THE PHILIPPINE ISLANDS.

1. The civil service of the Philippine Islands shall include all appointive offices and positions of trust or employment which are now or may hereafter be occupied by civilians in the central, departmental, and provincial branches of the Philippine Government, and also in the municipal service of Manila. Extent of the service.

2. The following-named employees or positions are not classified and vacancies therein may be filled without reference to the provisions of the Civil Service Act: Employees or positions not classified.

### ALL DEPARTMENTS AND OFFICES.

1. One private secretary to each member of the Philippine Commission, except the President.

2. Persons appointed by the Civil Governor, by and with the advice and consent of the Philippine Commission, unless otherwise specifically provided by law.

3. Any person in the military or naval service of the United States who may be detailed for the performance of civil duties.

4. All persons employed merely as laborers [and all employees whose rate of compensation is \$120 or less per annum].

### EXECUTIVE OFFICE.

5. One private secretary to the Civil Governor.

### DEPARTMENT OF THE INTERIOR.

6. The members of the Board of Health for the Philippine Islands.

7. The presidents of provincial boards of health.

8. The Director of the Agricultural College and Experiment Station.

9. The Director, the three Assistants, and the Secretary of the Weather Bureau.

10. The Chief of the Bureau of Non-Christian Tribes.

11. The Superintendent and Directors of Government Laboratories.

12. The Attending Physician and Surgeon of the Philippine Civil Hospital.

### DEPARTMENT OF COMMERCE AND POLICE.

13. Postmasters compensated on a percentage basis as provided by law.

14. Postmasters receiving not more than \$300 per annum compensation for their personal salaries, who may lawfully perform the duties of postmaster in connection with the official duties with which they are charged, if they be government employees, or if not government employees, in connection with their private business, such duties requiring only a portion of their time.

15. The Consulting Engineer to the Commission.

16. The Officer in Charge of the Improvement of the Port of Manila.

17. Detectives.

18. Any position in the Department of Commerce and Police the duties of which are of a quasi-military or quasi-naval character, and for the performance of which duties a person is commissioned or enlisted for a term of years.

#### DEPARTMENT OF FINANCE AND JUSTICE.

19. Judges and justices of the peace.

20. The Attorney-General and his assistant lawyers.

21. The Solicitor-General.

22. The Assistant Attorney-General.

23. The Supervisor of Provincial Fiscals.

24. Provincial fiscals.

25. The Auditor of the Philippine Archipelago.

26. The Deputy Auditor of the Philippine Archipelago.

27. The Treasurer of the Philippine Archipelago.

28. The Cashier of the Treasurer of the Philippine Archipelago.

29. The Superintendent of the Insular Cold Storage and Ice Plant.

30. Secret agents.

31. Customs inspectors in the provinces whose rates of compensation do not exceed \$180 per annum, who may lawfully perform the duties of customs inspectors in connection with the official duties with which they are charged, if they be government employees, or if not government employees, in connection with their private business, such duties requiring only a portion of their time.

#### CITY OF MANILA.

32. The members of the Municipal Board.

33. The City Engineer.

34. The City Attorney and his assistant attorney.

35. The Prosecuting Attorney and his assistant attorneys.

36. The Sheriff and his deputies.

Unclassified positions filled by promotion.

It is the purpose of the appointing power to observe the principle of promotion in filling vacancies in the unclassified service: *Provided*, That competent persons may be found in the service who are available and possess the qualifications required.

Positions subject to be filled by promotion.

3. The following-named employees or positions shall be excepted from the requirement of examination, and vacancies therein shall be filled by promotion from a class to be composed of the first, second, and third assistants in all the Bureaus or Offices of the Philippine Government, provided that competent persons may be found in the service who are available and possess the qualifications required, the intention of this provision being that the appointing power may, by virtue hereof, transfer from one office to another a person deemed competent to fill the vacancy. In case there are not two or more assistants, designated as such by law, in the office in which a vacancy occurs, the Board may, in

its discretion, include in such eligible list one or more of the subordinates in such office ranking next to the head thereof:

#### THE EXECUTIVE OFFICE.

1. The Executive Secretary.
2. The members of the Civil Service Board.
3. The Insular Purchasing Agent.

#### DEPARTMENT OF THE INTERIOR.

4. The Chief of the Forestry Bureau.
5. The Chief of the Mining Bureau.
6. The Chief of the Bureau of Agriculture.
7. The Chief of the Bureau of Public Lands.

#### DEPARTMENT OF COMMERCE AND POLICE.

8. The Chief of Coast Guard and Transportation.
9. The Director of Posts.
10. The Assistant Director of Posts.
11. The Postmaster at Manila.
12. The Chief of Philippines Constabulary.

#### DEPARTMENT OF FINANCE AND JUSTICE.

13. The Collector of Customs for the Philippine Archipelago.
14. The Deputy Collector of Customs for the Philippine Archipelago.
15. The Surveyor of Customs for the Philippine Archipelago.
16. The Cashier of the Collector of Customs for the Philippine Archipelago.
17. The Collector of Customs at Iloilo.
18. The Collector of Customs at Cebu.
19. The Collector of Internal Revenue for the Islands.

#### DEPARTMENT OF PUBLIC INSTRUCTION.

20. The General Superintendent of Education.
21. The Chief of the Bureau of Public Printing.
22. The Chief Statistician.
23. The Chief of the Bureau of Archives.
24. The Chief of the Bureau of Architecture.

#### CITY OF MANILA.

25. The Chief of the Fire Department.
26. The City Assessor and Collector.
27. The Chief of Police.

#### ALL DEPARTMENTS.

28. The chief or head of any Bureau hereafter organized, unless otherwise expressly provided by law.

### Rule III.

#### APPLICATIONS FOR EXAMINATION.

1. No applicant shall be admitted to competitive examination who has not taken the oath of allegiance to the United States and who is not a citizen of the United States, a native of the Philippine Islands, an honorably discharged soldier, sailor, or marine of the United States, or a person who has under and by virtue of the Treaty of Paris acquired the political rights of natives of the Islands. Classes of persons excluded from examination.

- Qualifications of applicants. 2. Every applicant for examination must furnish information as to his citizenship, nativity, age, education, and physical capacity, and such other information tending to show his qualifications or disqualifications for the service, as may be required by the Board.
- Physical examination. 3. No applicant shall be admitted to examination or be appointed in the United States for this service until he has been thoroughly examined by a competent physician and found to be physically qualified for efficient service in the Philippine Islands. A physical and medical examination may, in the discretion of the Board, be required of applicants for examination in the Philippine Islands.
- Evidence of loyalty to the United States required. 4. No applicant shall be admitted to examination in the Philippine Islands until he has furnished evidence satisfactory to the Board of his loyalty to the supreme authority of the United States of America in these Islands.
- Applications from enlisted men. 5. No application for examination shall be accepted from any person serving or enlisted in the army, the navy, or the marine corps of the United States unless the written consent of the proper military, naval, or marine authority under whom such person is serving or enlisted is filed with his application.
- Age limitations. 6. No application for examination for entrance into the classified service shall be accepted from any applicant who is under eighteen or over forty years of age: *Provided*, That in the interest of good administration, the Board, with the concurrence of the head of the proper Department, Office, or branch of the service, may by regulation determine the age limitations within the maximum and minimum limits herein specified, and confine competition for such positions to persons who meet the requirements as to age: *And provided further*, That whenever in the discretion of the Board the needs of the service require it, the age limitations named herein may be extended.
- Disqualifications for examination or eligibility. 7. The Board may, in its discretion, refuse to examine an applicant, or to certify or attest an appointment of an eligible, who is physically unfitted for the performance of the duties of the position to which he seeks appointment, or who has been guilty of a crime or of infamous or notoriously disgraceful or immoral conduct, including drunkenness and dishonesty, or who has been dismissed from the service for delinquency or misconduct within one year next preceding the date of his application, or who has intentionally made a false statement in any material fact, or practiced or attempted to practice any deception or fraud in securing his examination, registration, or appointment. Any of the foregoing disqualifications shall be good cause for the removal of the person from the service after his appointment.
- Applications for trades positions. 8. No application shall be accepted for examination for a position which belongs to one of the recognized mechanical trades unless it shall be shown that the applicant has served as apprentice or as journeyman or as apprentice and journeyman at said trade for such periods as the Board may prescribe.



## Rule IV.

## EXAMINATIONS.

1. Examinations of a suitable and practical character, absolutely impartial, and involving such subjects and tests as the Board may determine, shall be held to ascertain the relative capacity and fitness of applicants for the positions to which they seek to be appointed. Examinations.

2. Whenever the Board shall find, after consultation with the head of the proper Department or Office, that a knowledge of both the Spanish and the English languages is essential to an efficient discharge of the duties of a position to be filled, the Board shall test English-speaking applicants as to their knowledge of the Spanish language, and Spanish-speaking applicants as to their knowledge of the English language. Tests in both Spanish and English.

3. No person shall be appointed to, or employed in, any classified position unless he shall have passed the examination provided therefor, or unless he is specially exempt from such examination by the provisions of the Civil Service Act and these rules. Examination a prerequisite to appointment.

4. No noncompetitive examination shall be held except under the following conditions. Noncompetitive.

(a) When applicants fail to compete after due notice has been given of an open competitive examination to fill an existing vacancy.

(b) To test fitness for promotion.

(c) To test fitness for reinstatement or transfer to a position in the service.

(d) To test fitness for positions requiring professional, technical, or scientific qualifications, when, in the judgment of the Board, it is not practicable to hold a competitive examination for such positions.

(e) To test fitness for positions of skilled workmen, mechanics or artisans.

5. Examinations in the Philippine Islands shall be held at Manila and in the provinces upon such dates as the Board may deem best for the interest of the service and the convenience of applicants, and examinations in the United States will be held under the auspices of the United States Civil Service Commission at the request of this Board. Previous notice of such examinations, with such general information relative thereto as the Board shall prescribe, shall be mailed to each person who has made application in due form. Dates and places.

6. The Board shall appoint such examining committees or special examiners as it may deem necessary from officers and employees in the Philippine civil service. The members of examining committees and special examiners shall perform such duties as the Board may direct in connection with examinations, appointments, and promotions in any part of the service which has been or may hereafter be classified, and in the performance of such duties they shall be under the direct and sole control and authority of the Board. The duties performed by members of examining committees and special examiners shall be considered part of the duties of the office in which they are serving, and time Examining committees.

shall be allowed for the performance of such duties during the office hours of said office.

Officers to facilitate examinations.

7. All officers of the Philippine civil service shall facilitate the examinations of the Board, and officers having the custody of public buildings at places where such examinations are to be held shall for this purpose permit and arrange for the use of suitable rooms under their charge and for furnishing and lighting the same when required.

### Rule V.

#### RATING OF PAPERS AND ELIGIBILITY.

Rating of examination papers.

1. Examination papers shall be rated according to their excellence on a scale of 100, and the subjects therein shall be given such relative weights as the Board shall prescribe. After a competitor's papers shall have been rated he shall be duly notified of the result thereof.

Eligible rating.

2. Every competitor who attains a rating of 70 or over shall be eligible to appointment subject to the provisions of these rules, to the position for which he was examined, and the names of eligibles shall be entered in the order of their ratings, without regard to the date of examination, on the proper register of eligibles.

Period of eligibility.

3. The period of eligibility shall be one year from the date on which the name of the eligible is entered on the register, but this period may be extended, if, in the discretion of the Board, the needs of the service warrant it: *Provided*, That in case a person whose name is on any register shall be mustered into the military or naval service of the United States at a time when the United States may be engaged in war or in suppressing an insurrection, the period of eligibility of such person shall, under such conditions as the Board may prescribe, be considered as suspended during the time he may be serving in the army or navy of the United States: *And provided further*, That when the needs of the service require it, the eligibility of any person resulting from examinations held in the Philippine Islands shall be revoked during the absence of such person from the Philippine Islands.

Suspension of eligibility.

### Rule VI.

#### CERTIFICATIONS.

Methods of filling vacancies.

A vacancy in a classified position, if not filled by appointment, by promotion, reduction, transfer, or reinstatement, or through noncompetitive examination, shall be filled under the following provisions:

Three names to be certified.

Certification for temporary employment.

Certification by sexes.

1. The nominating or appointing officer shall make requisition, upon a form prescribed by the Board, for the names of eligibles for the position vacant, specifying the duties of the position, and the Board shall certify to said officer from the proper register the three names at the head thereof which have not been three times certified to the office or branch of the service in which the vacancy exists: *Provided*, That certification for temporary employment shall not be counted as one of the three certifications to which an eligible is entitled: *And provided further*, That whenever the request for certification, or any law, rule, or regulation, shall call for persons of one sex, those of that sex shall be certified; otherwise, sex shall be disregarded in certification.

2. The nominating or appointing officer shall select one of the three names certified, and, if at the time of selection there are more vacancies than one, he may select more than one name, unless otherwise directed by the Board: *Provided*, That if an appointing officer shall object to an eligible certified, stating that because of disloyalty, physical defect, mental unsoundness or moral or other disqualification as provided in Rule III, paragraph 6, particularly specified, such eligible would be unsuitable for the position to be filled, and if said officer shall support such objections with evidence satisfactory to the Board, certification may be made of the eligible on the register whose rating is next below those already certified in place of the one to whom objection is made and sustained.

Selections from certifications.

3. In making selections from certifications of eligibles by the Board, appointing officers shall, when other qualifications are equal, prefer, first, natives of the Philippine Islands, and second, all honorably discharged soldiers, sailors, and marines of the United States.

Preference in selection.

4. The Board, whenever practicable, shall forward to the head of the Bureau or Office in connection with each certification the applications and examination papers of the persons certified, and said officer may summon personally before him the persons certified and make such verbal inquiries of them as he may think proper. The papers forwarded by the Board to the head of the Bureau or Office for his information shall be returned to the Board with the notice of selection.

Examination papers to accompany certifications.

5. When a person is selected for appointment the appointing officer shall notify the Board and the Board shall notify the appointee. Upon his reporting for duty he shall receive from the appointing officer a certificate of appointment for a probationary period of six months, at the end of which period, if his conduct and capacity are satisfactory to the appointing officer, his retention in the service shall be equivalent to his absolute appointment; but if his conduct and capacity be not satisfactory he may at any time during, or at the expiration of, his probationary period be notified by the appointing officer that he will not receive absolute appointment because of such unsatisfactory conduct or want of capacity, and such notification shall discharge him from the service. The name of a probationer who has been separated from the service without delinquency or misconduct may be restored to the register of eligibles, in the discretion of the Board, for the remainder of his period of eligibility.

Probationary period authorized.

Absolute appointment.

Discharge of probationer.

When the name of a probationer may be restored to the register.

6. An eligible may waive certification or decline appointment without losing his position on the register upon furnishing reasons satisfactory to the Board, but without such action his name shall be dropped from the register upon his declination of an appointment. No eligible shall have the right to decline an appointment from the same register more than twice.

Conditions of waiving certifications.

7. Certification for original appointment shall, whenever practicable, be made to the lowest class in a grade, but a vacancy in a position in any class requiring the exercise of special, technical, or professional knowledge may be filled by original appointment.

Appointment to lowest class and exception thereto.

8. When two or more eligibles have the same rating, precedence in certification shall be determined by the order in which their applications were filed.

Eligibles with same rating.

9. Whenever a vacancy exists and an emergency shall arise requiring that such vacancy shall be filled before the Board can make a certification of eligibles, the vacancy may, subject to the approval of the Board, previously obtained wherever possible, be filled by temporary employment without examination for such part of 90 days as will enable the Board to make a certification of eligibles: *Provided*, That a vacancy shall not be filled by temporary employment pending a certification of eligibles by the Board unless the public interest requires that it shall be filled to meet an emergency, and such temporary employment, if allowed, shall expire by limitation as soon as an eligible shall be provided, and the necessary details of an appointment thereto have been executed in accordance with these rules. No person shall serve longer than ninety days in any one year under such temporary employment, said year limitation commencing from the date of such temporary employment.

Temporary employment for emergency.

Restrictions upon temporary employment.

### Rule VII.

#### REINSTATEMENTS.

Any person who has, through no delinquency or misconduct, been separated from a position classified under the Civil Service Act and these rules, may, upon requisition of the proper officer and the certificate of the Board, be reinstated without examination in a vacant position of the same class in the Department, Office, or branch of the service from which he was separated, under the following conditions:

Reinstatements without examination.

Six months' service required.

Periods of service necessary for reinstatement.

1. No person shall be reinstated who has served less than six months in the Philippine civil service.

2. A person who has been regularly and formally appointed to a classified position and has served less than two years, but who has received absolute appointment, may be reinstated within one year; a person who has served two years, but less than three years, may be reinstated within two years; a person who has served three years, but less than four years, may be reinstated within three years; a person who has served four years, but less than five years, may be reinstated within four years; and a person who has served five or more years may be reinstated within five years, from the date of his separation from the service: *Provided*, That for original entrance to the position proposed to be filled by reinstatement there is not required by these rules, in the opinion of the Board, an examination essentially higher than, or different from, the examination for original entrance to the position previously held by the person whose reinstatement is proposed: *And provided further*, That if the person originally entered the classified service through examination under these rules, reinstatement may be made without examination; otherwise the person may not be reinstated until he has passed the examination required for original entrance to the position to which his reinstatement is proposed: *And provided further*, That subject to the other conditions of these rules, any person whose separation from the service was caused by his enlistment in or acceptance of a position in the active military or naval service of the United States, and who was honorably discharged therefrom, may be reinstated without regard to the length of time he has been separated from the service.

When examinations are required for reinstatement.

Reinstatements excepted from time requirements.

## Rule VIII.

## TRANSFERS.

1. A person in any Bureau or Office, or branch of the service, may be transferred within the same Bureau, Office, or branch of the service upon any test of fitness, not disapproved by the Board, which may be determined upon by the appointing officer, subject to the limitations of the proviso of paragraph 2 of this rule.

Transfers in same bureau, office, or branch of service.

2. A person who has received absolute appointment may, upon the certificate of the Board, be transferred from a position in one Office or branch of the service to a position in another Office or branch of the service: *Provided*, That such transfer shall not be made without examination to a position if for original entrance to such position there is required by these rules an examination essentially higher than, or different from, the examination required for original entrance to the position from which transfer is proposed.

Transfers from bureau, office, or branch of service.

When examinations are required for transfers.

3. No transfer shall be made of a person from any position in the unclassified service to a position in the classified service: *Provided*, That a person who has by promotion or transfer from the classified service entered the unclassified service, and has served continuously therein from the date of said promotion or transfer, may be retransferred to the classified position from which he was transferred or to any position to which transfer could be made therefrom.

Conditions of transfers from unclassified to classified service.

4. Any person who has been transferred from one classified position to another classified position may be retransferred to the position in which he was formerly employed, or to any position to which transfer could be made therefrom, without regard to the limitations of these rules.

Retransfers in the classified service.

5. A person in the classified service of the Federal Government of the United States may be transferred to any position in the Philippine classified service, subject to the conditions of these rules with respect to age limitations and examinations, and when an examination is required previous to such transfer the Board may accept such tests of fitness as may be made upon its request by the United States Civil Service Commission.

Transfers from the Federal service.

6. A person employed in any grade shall not, because of such employment, be barred from open competitive examination provided for original entrance to any other grade.

Employees not barred from open competitive examination.

## Rule IX.

## PROMOTIONS.

1. No vacancy in any position shall be filled by original appointment or by transfer whenever there is in the Office or branch of the service where the vacancy exists any person in a position in a lower class or grade who is qualified and willing to be promoted to the existing vacancy.

Positions filled by promotion when possible.

2. In providing regulations and competitive examinations for promotion the Board shall give due weight to the previous experience and efficiency of officers and employees and shall introduce such tests of fitness as it may deem proper after consultation with the heads of the different Offices or branches of the service in which promotion examinations may be held, with a

Experience and efficiency considered in examinations for promotion.

view to determine the relative efficiency of officers and employees, their general intelligence as well as their knowledge of the business of the branch of the service in which they seek to be promoted.

Board to designate promotion examining committees.

3. In each Department, Office, or branch of the service, the Board may, when deemed advisable, appoint a promotion examining committee of not less than three persons, after consulting the head of the Department, Office, or branch of the service in which such committee is to be appointed. The members of the committee shall perform such duties with respect to promotions and promotion examinations as the Board may direct, in the performance of which duties they shall be under the sole control and authority of the Board.

Record of efficiency to be kept and reported to the Board quarterly.

4. There shall be kept in each office, on a form prescribed for that purpose, a continuous and comparative record from which the relative efficiency of employees may be determined. Among the elements of efficiency to be considered are quantity of work or the amount performed, quality of work or the degree of its excellence, physical condition, habits, character, conduct, aptitude and adaptiveness, punctuality, and attendance. This record shall be at all times open to the inspection of the Board. A report shall be made to the Board quarterly, on the first days of January, April, July, and October, giving the comparative term and efficiency rating applicable to each person according to the following scheme:

Perfect .....	100
Very superior .....	95
Excellent .....	90
Very good .....	85
Good .....	80
Fairly good .....	75
Fair or ordinary .....	70
Poor .....	50 to 65
Very poor .....	below 50

Recommendations for promotion.

5. No recommendation of any person for promotion, whether verbal or in writing, shall be received or considered, unless it be made by the officer or officers under whose supervision he is employed, and the presentation of any other recommendation shall be considered an unwarrantable interference with the public service, and shall be sufficient cause for debarring such person from promotion, and a repetition of the offense shall be sufficient cause for removing him from the service.

When noncompetitive promotion examinations are required.

6. Until the promotion regulations herein authorized have been promulgated by the Board for any Department, Office, or branch of the service, and the Board has notified such Department, Office, or branch of the service that it is prepared to conduct the promotion examinations authorized under the Civil Service Act and these rules, promotions therein may be made upon any tests of fitness not disapproved by the Board which may be determined upon by the appointing officer: *Provided*, That pending the adoption of such regulations, in case of proposed promotion from one class to another class of an employee who has not entered the service through the examination prescribed for the class to which

promotion is proposed, such employee shall be required to obtain an eligible grade in such prescribed examination taken noncompetitively, and the appointment by promotion thus made shall not become effective prior to the date of taking the examination in which an eligible grade is obtained.

### Rule X.

#### RELATING TO APPOINTMENT AND EMPLOYMENT.

1. All appointments, not temporary or emergency, whether original, by promotion, reduction, transfer, or reinstatement, must be made in accordance with the provisions of Act No. 25 on Form No. 33 prescribed by the Board and forwarded through the Board for its attestation to the Civil Governor, or proper head of executive department, for approval: *Provided*, That appointments to subordinate positions in the municipal service of Manila and in the provincial service shall be forwarded to the Board for attestation but shall not require the approval of the Civil Governor: *And provided further*, That appointments made by the Civil Governor, by and with the advice and consent of the Philippine Commission, and appointments made to positions enumerated in paragraphs two and three of Rule II, shall not be required to be made on the form referred to herein and shall not require the attestation of the Board.

Appointments approved by Civil Governor, or heads of departments.

2. No person appointed to any unclassified position shall be assigned to or employed in a position the duties of which are clerical, nor shall he be assigned to or employed in any other position in the classified service.

Assignment of unclassified employees to classified positions not permissible.

3. No person appointed to a position in the classified service shall, without the approval of the Civil Service Board, be assigned to or employed in a position of a grade or character not contemplated by the examination from the results of which appointment was made.

Permissible assignments within the classified service.

### Rule XI.

#### OFFICIAL ROSTER OF EMPLOYEES.

The Board shall keep an official roster of all officers and employees in the civil service of the Philippine Islands, and for the purpose of this roster each head of a Bureau or Office shall furnish to the Board the following information in such form and manner as it may prescribe:

Roster of all officers and employees kept by the Board.

1. A statement of all the positions and employments under his control and authority, setting forth, among other things, the names, designations, compensations, duties, dates of appointment or employment of all persons serving in such positions.

Nature of information for the roster.

2. A statement, to be made on the first day of each month, of all changes, and the dates thereof, in the service under his control and authority, setting forth, among other things, the following: The name of every person appointed, reinstated, promoted, reduced, transferred, or separated from the service, the position to which an appointment or reinstatement is made, the position from which and the position to which a promotion or transfer is made, the position from which a separation is made, whether by

Monthly reports to the Board of all changes in the service.

removal, resignation, or death, the compensation of every position from which or to which a change is made, and all absences from any cause whatever.

## Rule XII.

### PROHIBITIONS AND PENALTIES.

Dismissal for violation of act or rules.

1. The willful violation by any person in the Philippine civil service of any of the provisions of the Civil Service Act or of these rules shall be considered good cause for the removal of such person from the service.

Coercion.

2. No person in the Philippine civil service shall use his official authority or official influence to coerce the political action of any other person or body.

No dismissal or change of grade or class for political reasons.

3. No officer or employee in the Philippine civil service shall discharge, or promote, or degrade, or in any manner change the official grade or compensation of any other officer or employee, or promise or threaten so to do, for giving or withholding, or neglecting to make, any contribution of money or other valuable thing for any political purpose whatever.

No disclosures of political or religious opinions of applicants, etc.

4. No inquiry shall be made and no consideration whatever shall be given to any information relative to the political or religious opinions or affiliations of persons examined, or to be examined, or of officers or employees in the matter of promotion, and no discrimination shall be exercised, threatened, or promised against, or in favor of, any person employed, examined, or to be examined, because of his political or religious opinions or affiliations.

Penalties like in character.

5. In making removals or reductions, or in imposing punishment for delinquency or misconduct, penalties like in character shall be imposed for like offenses and action thereon shall be taken irrespective of the political or religious opinions or affiliations of the offenders.

Recommendations that can not be received, filed, or considered.

6. No recommendation of an applicant, competitor, or eligible involving any disclosure of his political or religious opinions or affiliations shall be received, filed, or considered by the Board, by any examining committee or special examiner, or by any nominating or appointing officer.

Private employment in connection with official duties prohibited.

7. No officer or employee shall undertake any private agency or engage in any private occupation in any manner connected with the exercise of his official duties.

Commercial undertakings prohibited except with leave from head of department.

8. No officer or employee shall engage in trade or be connected with any commercial undertaking without leave from the head of the Department or Office in which he may be serving. As a general rule this prohibition will be absolute in the case of officers and employees whose remuneration is fixed on the assumption that their entire time is at the disposal of the Government.

## Rule XIII.

### SALARY CLASSIFICATION.

Salary classification of employees.

The officers and employees in the Philippine civil service, for the purpose of these rules, shall be arranged in the following classes, and, unless otherwise provided by law, it shall be understood that the minimum amount specified for each class indicates the annual salary of each employee in that class:



CLASS 1. All persons receiving an annual salary of \$3,000 or more, or a compensation at the rate of \$3,000 or more per annum.

CLASS 2. All persons receiving an annual salary of \$2,750 or more, or a compensation at the rate of \$2,750 or more, but less than \$3,000 per annum.

CLASS 3. All persons receiving an annual salary of \$2,500 or more, or a compensation at the rate of \$2,500 or more, but less than \$2,750 per annum.

CLASS 4. All persons receiving an annual salary of \$2,250 or more, or a compensation at the rate of \$2,250 or more, but less than \$2,500 per annum.

CLASS 5. All persons receiving an annual salary of \$2,000 or more, or a compensation at the rate of \$2,000 or more, but less than \$2,250 per annum.

CLASS 6. All persons receiving an annual salary of \$1,800 or more, or a compensation at the rate of \$1,800 or more, but less than \$2,000 per annum.

CLASS 7. All persons receiving an annual salary of \$1,600 or more, or a compensation at the rate of \$1,600 or more, but less than \$1,800 per annum.

CLASS 8. All persons receiving an annual salary of \$1,400 or more, or a compensation at the rate of \$1,400 or more, but less than \$1,600 per annum.

CLASS 9. All persons receiving an annual salary of \$1,200 or more, or a compensation at the rate of \$1,200 or more, but less than \$1,400 per annum.

CLASS 10. All persons receiving an annual salary of \$1,000 or more, or a compensation at the rate of \$1,000 or more, but less than \$1,200 per annum.

CLASS A. All persons receiving an annual salary of \$900 or more, or a compensation at the rate of \$900 or more, but less than \$1,000 per annum.

CLASS B. All persons receiving an annual salary of \$840 or more, or a compensation at the rate of \$840 or more, but less than \$900 per annum.

CLASS C. All persons receiving an annual salary of \$720 or more, or a compensation at the rate of \$720 or more, but less than \$840 per annum.

CLASS D. All persons receiving an annual salary of \$600 or more, or a compensation at the rate of \$600 or more, but less than \$720 per annum.

CLASS E. All persons receiving an annual salary of \$540 or more, or a compensation at the rate of \$540 or more, but less than \$600 per annum.

CLASS F. All persons receiving an annual salary of \$480 or more, or a compensation at the rate of \$480 or more, but less than \$540 per annum.

CLASS G. All persons receiving an annual salary of \$420 or more, or a compensation at the rate of \$420 or more, but less than \$480 per annum.

CLASS H. All persons receiving an annual salary of \$360 or more, or a compensation at the rate of \$360 or more, but less than \$420 per annum.

CLASS I. All persons receiving an annual salary of \$300 or more, or a compensation at the rate of \$300 or more, but less than \$360 per annum.

CLASS J. All persons receiving an annual salary of \$240 or more, or a compensation at the rate of \$240 or more, but less than \$300 per annum.

CLASS K. All persons receiving an annual salary of less than \$240, or a compensation at the rate of less than \$240 per annum.

### Special Rule.

#### GOVERNING EMPLOYMENT OF LABORERS.

Employment of laborers. The employment of laborers by the heads of Bureaus or Offices shall be subject to the following conditions:

Conditions of employment. 1. They shall be employed according to priority in the filing of their applications for employment, after proper inquiry as to their capacity to labor, their habits of industry and sobriety, and their honesty.

2. No consideration whatever shall be given to the political or religious opinions or affiliations of applicants for such employment, and selections shall, as far as practicable, be confined to natives of the Islands.

3. Every applicant employed shall be required to take the oath of allegiance prescribed in section 16 of the Civil Service Act, and any laborer who is found to be disloyal to the United States of America as the supreme authority in these Islands shall be immediately discharged from the service.

4. Laborers who may hereafter be removed from the service by reason of a reduction in force, or otherwise, and whose work and conduct are satisfactory, shall be furnished discharge cards certifying to such fact, and upon presenting such cards shall be preferred in subsequent employment as vacancies occur.

Monthly reports made to Board. 5. On the first day of each month the head of each Bureau or Office shall notify the Civil Service Board of the number of laborers employed, giving the rates of compensation.

6. No person appointed or employed as a laborer shall be assigned to or perform the duties of any position in the classified service.

WM. H. TAFT,  
Civil Governor.

MANILA, P. I., January 13, 1903.

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[App., appendix; Exec. Or., executive order; Par., paragraph; R., rule; Sec., section.]

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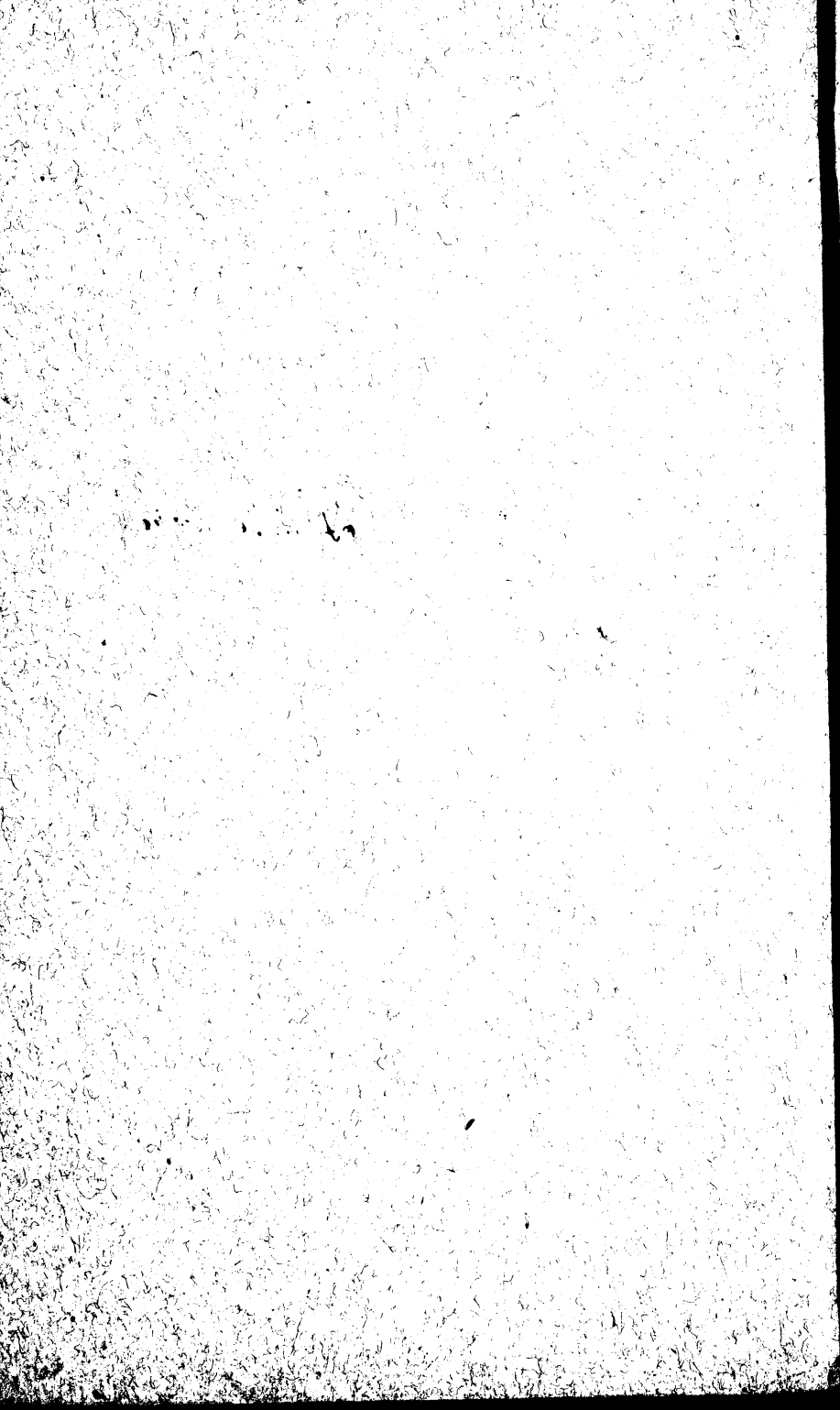
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